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ISTITUTO NAZIONALE DI ASTROFISICA
NATIONAL INSTITUTE FOR ASTROPHYSICS

Osservatorio Astronomico di Roma
Direzione

D.D. n. 146/2012

Selection procedure based on qualification and possible interview for one postdoctoral research fellowship (Assegno di Ricerca Tipologia A POST-DOC) as part of the ERC Starting Research Fellowship project: "FIRST: the first stars and galaxies".

THE DIRECTOR OF THE OSSERVATORIO ASTRONOMIC DI ROMA

Taking into account	the Decreto Legislativo 4 giugno 2003, n. 138 - Riordino dell'Istituto Nazionale di Astrofisica (INAF) published on G. U. n.140, 19 June 2003;
Taking into account	the Decreto Legislativo 31 dicembre 2009, n. 213 - Riordino degli Enti di Ricerca in attuazione dell'art. 1 della Legge 27 settembre 2007, n. 165;
Taking into account	Italian Law n. 240, 30 Dec 2010, of which art. 22 in particular;
Taking into account	the INAF Statute, approved on 7 March, 2011, and effective as of 1 May 2011;
Taking into account	the INAF "Regolamento di organizzazione e funzionamento" approved on 21 June, 2012, and effective as of 23 July 2012;
Taking into account	the INAF "Regolamento sull'amministrazione, sulla contabilità e sull'attività contrattuale" as of 24 Oct 2004;
Taking into account	the INAF "Personnel Rules and Regulations" published on G. U. n. 300, 23 December 2003;
Taking into account	the INAF Regulations for the awarding of research fellowships approved by the administrative Council on 22 June 2011, Resolution n. 06/11 and subsequent amendments;
Given	the successful outcome of the ERC Starting Research Fellowship proposal n. 306476 "FIRST: the first stars and galaxies", submitted by Dr. Raffaella SCHNEIDER to the European Research Council Call for Proposals ERC-2012-StG;
Given	the recommendation of the ERC review panel to fund the proposal for up to the full requested amount of 882.807,60 Euro, of which 587.090,00 Euro are dedicated to cover research personnel contracts;
Considering	the request from ERC to start the project as soon as possible and therefore the urgency to start the selection procedures to select the postdoctoral fellows in the most accurate and optimal way for the project;



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the obligation of the “beneficiary”, namely INAF - Observatory of Roma, to ensure the necessary scientific autonomy to Dr. R. Schneider (principal investigator, of the ERC Starting Fellowship project) in particular as regards: (a.) the selection of other team members, hosted and engaged by the beneficiary (OAR) or other legal entities, in line with profiles needed to conduct the research, including the appropriate advertisement (as described in the Supplementary Agreement for the aforementioned Starting Grant);

DECREES

Art. 1 - Research project

A selection based on titles and qualifications, possibly integrated by an interview, is open to award one research fellowship, “Assegno di Ricerca – Tipologia A POST-DOC”, entitled “FIRST: from the first stars to the local Universe”.

FIRST is a new research program funded by a 5-year ERC Starting Grant recently awarded to Dr. Raffaella Schneider. The overall program aims at investigating the nature and properties of the first stars and galaxies by means of theoretical models of stellar evolution and nucleo-synthesis, semi-analytical and numerical models of galaxy evolution, and detailed comparison with observational data from surveys at low and high redshifts.

The successful applicant will perform research in collaboration with Dr. Raffaella Schneider and the other members of the FIRST research team, specifically on:

- semi-analytical models for the formation and evolution of the Milky Way galaxy and its satellites;
- chemical enrichment and reionization of the Milky Way environment;
- stellar archaeology with the most metal poor stars.

Art. 2 - Requirements

Applicants must fulfill the following requirements, under threat of being excluded, in order to participate in the selection:

- PhD degree in Physics or Astronomy issued by an Italian (or foreign) Advanced Studies Institute or University.

Preferential qualification will be considered such as a significant and documented experience in theoretical modeling with semi-analytical and/or numerical codes.



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A good level of the English language is required.

Art. 3 - Application procedure

Applications should be sent in electronic form only (PDF), by e-mail with acknowledgement of receipt, to the attention of Dr. R. Schneider at the address: raffaella.schneider@oa-roma.inaf.it. Only applications received within January 15, 2013 will be given full consideration. Please quote reference "FIRST Postdoctoral Fellowship" on all correspondence.

A. The applicant must state clearly and precisely in the application form, under his/her own responsibility:

- name(s) and surname, date and place of birth, nationality, place of residence and address for correspondence;
- that he/she satisfies all the requirements described in article 2 of this Call;
- that he/she is aware of and is not ineligible under any of the restrictions described in article 4 of this Call.

The lack of any of the above mentioned declarations will determine the exclusion from the selection procedure for incomplete application.

B. The applicant should send the following documents:

- (1) Complete Application Form, as provided in attachment to this announcement;
- (2) Curriculum vitae, signed and dated by the applicant, detailing on past experience on the subject of this fellowship;
- (3) Statement of research interests and qualifications;
- (4) List of publications;
- (5) Copy of a valid identity document (ID card or passport).

C. The applicant should also arrange to have three letters of reference by scientists familiar with his/her work, sent directly to the same e-mail address.

INAF accepts no responsibility for the loss of applications or documents, where due to the applicant having provided incorrect contact details or having failed or delayed in notifying changes of these details, or to problems with postal delivery not due to INAF.



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Art. 4 - Ineligibility and incompatibility with other funding

The Research fellowship cannot be held either by INAF employees holding both permanent and non-permanent contracts, nor by regular employees of Institutes listed in article 22, paragraph 1 of Italian Law n. 240/2010. Fellowship holders are not allowed to enroll in a “Laurea Specialistica”, or “Laurea Magistrale” (Master Level) degrees, or to enter a PhD program covered by a separate fellowship. For employees of the Italian Public Administration, a compulsory unpaid leave of absence is foreseen.

The fellowship cannot be held contemporarily with other fellowships of whatever kind, except those awarded with the aim of integrating the training or research activity of the fellowship holder through a period spent abroad. Aggregation of income from working activities, also part-time, carried out continuously is not accepted. Instead, limited self-employed occasional work is compatible with the fellowship, only if this is not prejudicial to the research activity carried out for INAF. This must be authorized in advance by the Director of INAF/OA-Roma, where most part of the research activity is carried out.

When formally accepting the fellowship, the successful candidate will issue a declaration of absence of inadmissible cumulating of fellowships/fellowships.

Retired persons are not eligible for Research fellowship.

Also excluded from participation are persons who have carried out Research fellowships under article 22 of Italian Law 240/2010 for a total period exceeding four years, including extensions, but excluding the periods in which the fellowship has been held in coincidence with Doctoral studies up to the maximum legal time limit of the course and excluding periods of maternity leave or sick leave, in accordance with current legislation.

Art. 5 - Duration of the Research fellowship

The Research fellowship is awarded for 24 months. In accordance with Italian Law n. 240/2010 the total duration of the fellowship will not in any case exceed four years, (excluding the periods in which the fellowship has been held in coincidence with doctoral studies up to the maximum legal time limit of the course and excluding periods of maternity leave or sick leave, in accordance with current legislation).

Art. 6 - Host Institution

The fellow will carry out the research at the INAF Osservatorio di Roma, where the FIRST program will be located.



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Art. 7 - Salary

The gross yearly salary for this position will be 32.000,00 (Thirty-two-thousand/00) Euro.

This amount is net of burdens to be charged to INAF/OA-Roma and will be paid in deferred monthly installments.

Applicable fiscal rules are the provisions of art. n. 4 of Italian law n. 476/1984 and subsequent modifications and integrations. Applicable social security rules are art. n. 2, paragraph 26 and following paragraphs of the Italian Law n. 335/1995 and subsequent modifications and integrations. Applicable rules for obligatory maternity leave are provided in the Decree of the Italian Ministry of Labour and Social Security dated 12 July 2007, published in the "Gazzetta Ufficiale" n. 247, October 23rd 2007. Applicable rules for sick leave are provided by art. n. 1, paragraph n. 788 of Italian law n. 296, December 27 2006, and subsequent modifications.

During the period of obligatory maternity leave, the allowance paid by INPS (Italian National Institute for Social Security) according to art. n. 5 of the above Decree dated 12 July 2007 is supplemented by INAF up to the total amount of the fellowship. The period of obligatory maternity leave will not contribute to the duration of the fellowship foreseen by the contract.

INAF/OA-Roma provides accidents and civil liability insurance cover through the ERC Starting Grant support. The insurance policy does not cover civil liability of the fellowship holder towards INAF.

Art. 8 - Selection Committee and selection procedure

The selection will be performed by a Selection Committee appointed by the Director of INAF/OA Roma and is composed of three members, including the scientist in charge of the project. The selection is based on qualifications, possibly integrated by an interview. The Selection Committee can establish a short list of the eligible applicants to be interviewed, on the basis of titles and qualifications and documented experience in the scientific or technological activities on the specific subject of the research fellowship. If approved by all members of the Committee, the interviews can be performed via videoconference, to ease the procedure for foreign candidate and reduce costs. Applicants selected for the interview will be summoned with 15 days notice.

The total ranking score is 100 points: a maximum of 70 for titles and qualifications, and a maximum of 30 for the interview. At the conclusion of the selection procedure the Selection Committee will produce a ranked list.

The approval decree of the selection procedure and the ranked list will be published on INAF/OA Roma web site: <http://www.oa-roma.inaf.it>.

Art. 9 - Awarding of the fellowship

The highest-ranked candidate will receive a written notification with an offer of the research fellowship, which will be anticipated by e-mail to assure a speedy process. Within 10 days from receipt of the formal notification of the award she/he must provide a formal declaration of acceptance of the fellowship, or of withdrawal. The declaration can also be anticipated by electronic mail. In case no declaration is received, the candidate is considered as withdrawn and thus excluded. The committee can then move down the ranking and repeat the procedure with the second-ranked candidate, and so on, until the fellowship is accepted.

Under no circumstances the signing of the contract starts a subordinate employment relationship or ensures any rights to access to permanent INAF staff positions.

Art. 10 - Starting date and fellowship obligations

Expected starting date of the research fellowship is no later than April 2012. The holder of the fellowship:

- will start the research activity on due date, as for the contract with INAF/OA-Roma, unless prevented by force majeure or exceptional circumstances, of which the Director of INAF - OA Roma must be timely informed;
- will carry out her/his research activities under the supervision of the Principal Investigator of the project, Dr. Raffaella Schneider, who will also monitor the fellow's progress;
- is required to issue periodical activity reports as established in the contract. The activity reports will be subject to approval by the project supervisor. Approval failing, duly justified by the supervisor, will give INAF - OA Roma the right to terminate the contract;
- is required to send a written note in case of withdrawal, with at least 30 days notice, otherwise INAF/OA-Roma will be entitled to retain or request the reimbursement of the salary amount corresponding to the notice time-span she/he has failed to send.

The holder of the fellowship who fails in carrying out her/his regular research activity, without producing justified reasons or lacks repeatedly to fulfill requirements or, according to the evaluation of the scientist in charge, eventually shows evident lack of skills at the planned research activities, will incur in the termination of the contract.

Temporary suspensions of the research fellowship are due in case of obligatory maternity leave or in case of illness lasting longer than one month or to any other serious reason. The reasons for suspending the research fellowship must be proved and certified, and promptly sent to the Director of INAF/OA-Roma.

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Art. 11 - Personal Data

In accordance with art. 13, paragraph 1 of the Italian Legislative Decree n. 196/2003 and subsequent modifications, personal data provided by the candidates will be used exclusively for the purposes of this selection. Candidates wishing to obtain further information, or to exercise their rights under art. 7 of the above mentioned Legislative Decree, may contact the Responsible for the administration of this call.

Art. 12 - Responsible Employee

The Responsible Person for this Job announcement processing is Dr. Raffaella Schneider.

Art. 13 - Applicable regulation

INAF/OA-Roma shall abide by provisions in force promoting equal opportunities for women and men, non-discrimination and respect of privacy in processing personal data.

For what not explicitly mentioned in this announcement, INAF/OA-Roma shall act in compliance with the regulations in force concerning Italian public selection procedures, when applicable by analogy.

The present call will also be published, according with art. 8 of INAF rules and regulations on "Assegni di Ricerca", on the INAF/OA Roma website:

<http://www.oa-roma.inaf.it/localinfo/job/index.php?lang=it&display=5>

and on the INAF website:

<http://www.inaf.it>

Monte Porzio Catone, December 13, 2012

The Director

Dr. Fabrizio FIORE

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ANNEX 1: APPLICATION FORM

(TO BE SIGNED AND SCANNED INTO A PDF FILE TO BE E-MAILED TO THE ADDRESS PROVIDED BELOW)

To: Dr. Raffaella Schneider
INAF - Osservatorio Astronomico di Roma
Via Frascati 33
00040 Monte Porzio Catone (RM)
ITALY

raffaella.schneider@oa-roma.inaf.it

THE UNDERSIGNED,

(Forename(s))..... (Surname).....

Place of birth (Town/State).....

Date of birth (dd/mm/yy)

Nationality

Permanent residence address (number/street/town/postal code/Country):

.....

Email address:

agree to the processing of my personal data, in accordance with Italian Leg. Decree n. 196/2003,
for the purposes of the present selection procedure.

THE UNDERSIGNED,

having read the Call for applications for an "Assegno di Ricerca" (research fellowship) entitled:
"FIRST: from the first stars to the local Universe".

APPLY

to the above mentioned position, and to this end, being aware that false declarations are punishable by law
under art. 76 of Italian Presidential Decree n. 445/2000 and that this Administration will carry out random
checks on the accuracy of the declarations made by candidates,

DECLARE

under his/her own responsibility and in accordance with articles 46 and 47 of Italian
Presidential Decree 445/2000, that:

- I obtained a Research Doctorate (PhD).....
awarded by.....on.....,
- or rather that I will obtain it on (before December 2012)
- that I have a professional level of knowledge of the English language;

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- that I am aware of the restrictions described in Article 4, of the Call for applications for this research fellowship;
- that I have previously received a research awards as per art. 22, Italian Law 240/2010 and, in particular I have been the recipient of:
 - a research fellowship entitled.....,
 - at (name of the institution).....,
 - beginning.....ending.....total months.....,
 - a research fellowship entitled.....,
 - at (name of the institution).....,
 - beginning.....ending.....total months.....,
 - a research fellowship entitled.....,
 - at (name of the institution).....,
 - beginning.....ending.....total months.....,
- that I am not a retired person;
- that I am aware that, under art. 22 Italian Law 240/2010, the research fellowship:
 - cannot be held contemporarily with attendance of a “Laurea Specialistica”, or a “Laurea Magistrale” degrees, as well as with attendance of PhD courses with fellowship;
 - cannot be held contemporarily with other fellowships of whatever kind, except those awarded with the aim of integrating the training or research activity of the fellowship holder through a period spent abroad;
 - cannot permit aggregation of income from other working activities, also part-time, carried out continuously;
- that I wish to receive any communication relating to the selection at the following address and that I will give due notice of any change of address:

Address (number/street/town/postal code/Country):

.....

.....

.....

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To be attached to this form:

- **Curriculum vitae, signed and dated by the applicant**, detailing on past experience on the subject of this fellowship;
- **Statement of research interests and previous qualifications**;
- **List of publications**;
- **Copy of a valid identity document** (ID card or passport);

To be sent separately, three reference letters by scientists familiar with the applicant's work.

The Undersigned declares his/her consensus for his/her personal data to be treated respecting the Italian Law "Decreto Legislativo" n. 196/2003 and subsequent modifications and integrations, in order to fulfill the procedures necessary for the present Call.

Date

Signature

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ANNEX 2: CV DECLARATION

(TO BE SIGNED, SCANNED INTO A PDF FILE AND MERGED INTO A SINGLE PDF FILE AS COVER OF YOUR CV.
THEN PLEASE MAIL IT TO raffaella.scnheider@oa-roma.inaf.it)

THE UNDERSIGNED,

aware that false declarations are punishable by law under Article 76 of Presidential Decree no. 445 of 28th December 2000, and that this Administration will carry out random checks on the accuracy of the declarations made by candidates

DECLARE UNDER MY OWN RESPONSIBILITY

and in accordance with Articles 46-47 of Presidential Decree no. 445 of 28th December 2000 ("SELF-EXECUTED CERTIFICATE AND SELF-EXECUTED AFFIDAVIT")

THAT THE ATTACHED CV REPORTS TRUE STATEMENTS AND FACTS.

The Undersigned declares his/her consensus for his/her personal data to be treated respecting the Italian Law "Decreto Legislativo" n. 196/2003 and subsequent modifications and integrations, exclusively to fulfill the procedures necessary for the Call, for which this statement is made.

Date

Signature
