



OSSERVATORIO ASTROFISICO DI CATANIA

D.D. n. 13/2016

Selection procedure based on qualification and possible interview for the awarding of one research fellowship in the framework of the project “ GAIA Mission - Italian participation to DPAC operative Phase”

The Director

- In accordance with D. Lgs. n. 138/2003, concerning the institution of Istituto Nazionale di Astrofisica
- In accordance with D. Lgs. 213/2009, concerning the Italian research public institutions;
- In accordance with L. n. 240/2010, art. 22 in particular, concerning the award of research grants for research activities;
- In accordance with Decreto Ministeriale 09.03.2011, n. 102, registered by the Court of Audit on 13 May 2011;
- In accordance with L. n. 183/2011, art. 15, paragraph 1 in particular;
- In accordance with INAF Statute approved by the INAF Administrative Council resolution n. 14 of 7 March 2011;
- In accordance with the INAF guidelines of organization approved by INAF Administrative Council resolution n. 44 dated 21 June 2012;
- In accordance with the INAF Guidelines for fellowships, regarding the award of research grants approved by INAF Administrative Council on 22 June 2011 with resolution n. 44;
- In accordance with the request of Dr. A. Lanzafame, local coordinator of the project “GAIA”;
- Considering the letter ref. n. 158 dated 02.02.2016 concerning the funds transfer to Catania Astrophysical Observatory balance, ob. Fu 1.05.04.05.04 cap. 1.01.01.01.009 (CUP **F82I15000300005**)

DECREES

Art. 1 – Research project

A selection based on qualifications, possibly integrated by an interview, is open to award a one-year research fellowship (POST-DOC A), funded in the framework of the project entitled “CONTRACT ASI/INAF GAIA MISSION- ITALIAN PARTICIPATION TO DPAC - OPERATIVE PHASE” (hereinafter referred to as “GAIA”), Grant Agreement n. AASI 2014-025-R.1.2015 whose topic is the “*Identification and determination of astrophysical parameters of young low-mass stars in the Gaia mission*”.

The scientific responsible supervisor is Dr. Alessandro Lanzafame (email: alessandro.lanzafame@oact.inaf.it).

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The aim of research grants is to allow qualified candidates, with adequate professional scientific curriculum, to carry out research at the INAF – Osservatorio Astrofisico di Catania in the following field: *Identification and determination of astrophysical parameters of young low-mass stars in the Gaia mission.*

In particular the awarded fellow is expected to carry out, in collaboration with the OACT researchers, the following activities:

- Study the effects induced by circumstellar material, accretion, and magnetic activity in young low-mass star on the Gaia spectrophotometry and spectroscopy;
- Develop algorithms for deriving astrophysical parameters of young low-mass stars from the Gaia spectrophotometry, spectroscopy and astrometry;
- Statistical study of young low-mass stars observed by Gaia.

Dr Valentina Romania (email: vromania@oact.inaf.it) is responsible for administrative issues concerning this call.

Art. 2 – Duration of the Research fellowship and Salary amount

The Research fellowship duration is 12 months. An extension, for a minimum period of 1 year, may be possible depending on positive evaluation of the research and on funding availability. In accordance with Italian Law n. 240/2010 the duration of the fellowship, included the possible renewal, will not exceed six years, including other Research fellowships with University or public institutions, and excluding the periods in which the grant 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.

The gross annual salary will be 28.000 Euro. This amount is net of burdens to be charged to INAF-Osservatorio Astrofisico di Catania, social charges, and includes the social security tax charged to the fellow and will be paid in deferred monthly instalments. Travel expenses for mobility are not included and will be covered by INAF-Osservatorio Astrofisico di Catania on availability. Italian tax and social security rules will be applied. Grants for research activities will be subject to: article 4 of Law 13 August 1984, n. 476 (concerning tax); article 2, paragraph 26 and successive clauses, of Law 8 August 1995 n. 335 and successive modifications (regarding social security); Labour and Social Security Ministerial decree of 12 July 2007, published in the G.U. n. 247 dated 23 October 2007 (regarding obligatory suspension from work during maternity); art. 1, paragraph 78, of Law 27 December 2006, n. 296, and successive modifications (regarding sick leave). During the period of obligatory maternity leave the allowance paid by INPS (Italian National Institute for Social Security) is supplemented by INAF up to the total amount of the grant. The period of obligatory maternity leave will not contribute to the duration of the grant foreseen by the contract. The fellow will be requested to have a personal accidents insurance for the duration of the fellowship. The public liability insurance coverage is on charge of INAF, but this insurance doesn't cover candidate's responsibility towards INAF. The

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candidate shall not be allowed to receive, for the activities carried out in the frame of the project, other incomes than those received from the INAF.

The research fellowship is expected to begin on 1st April 2016 and finish on 31st March 2017.

Art. 3 – Requirements

The call is equally destined to men and women of any nationality who possess a degree pursuant to second period below, together with adequate professional scientific experience in research activities. The educational qualification has to concern the research theme. In order to participate in the selection, applicants must possess, on penalty of exclusion, the following requirement:

- PhD degree in Astronomy or Physics awarded by an Italian university or by a foreign university, assessed by the Selection Committee as equivalent to an Italian PhD degree in Astronomy or Physics;

or

- Degree in Astronomy or Physics which would formally entitle for the admission to a doctorate, awarded by an Italian university or by a foreign university, assessed by the Selection Committee as equivalent to an Italian degree in Astronomy or Physics which would formally entitle for the admission to a doctorate, together with at least three years of documented experience in scientific or technological activities. Candidates must be in possession of the required qualifications at the application deadline. If the qualification has not been deemed valid for Italian law, the applicants must request the validity for the sole purposes of participation in the present competition, with the declarations and documents indicated in the article 5.

The following knowledge, skills and experience will be considered as preferential qualifications:

1. experience on spectroscopic and photometric analysis of low-mass stars;
2. experience on the determination of astrophysical parameters of young low-mass stars;
3. experience in computer programming using at least of one of the following languages: JAVA, IDL, C/C++, FORTRAN, Phyton
4. team working and communications skills.

In case of same ranking position, applicants having got PHD will be preferred.

Candidates must provide documentary evidence of research skills and experiences, and report them in the *curriculum vitae et studiorum*.

Art. 4 – Ineligibility and incompatibility with other funding

Full professors, associate professors and researchers in Italian universities and employees of INAF or Italian University or research public institutions cannot participate in the competition. Research grants may be assigned to personnel at public institutions other than those listed in the previous sentence, provided they are on leave and do not receive a grant from their employer for the entire period of the

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contract referred to in article 2 of this call for applications. The grant cannot be held at the same time with attendance at academic courses such as those that formally give access to a doctorate, as well as with attendance at PhD courses with fellowship or master. The grant 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 grant, only if this is not prejudicial to the research activity carried out for INAF. In this last case, the prior authorization by the Director of INAF – Osservatorio Astrofisico di Catania is needed. Retired persons are not eligible for Research fellowship. Also excluded from participation is any person who has carried out Research fellowships under article 22 of Italian Law 240/2010 for a total period exceeding six years, including extensions, but excluding the periods in which the grant 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. Research grants cannot be awarded to those who have signed contracts, pursuant to Art. 22 (Research grants) and Art. 24 (Temporary research positions) of Law n. 240 dated 30 December 2010, with other universities and/or other Italian public institutions, whose duration together with that of the contract outlined in this call for applications, exceeds 12 years, even when non-continuous, as set out in Art. 22, comma 9 of the cited Law; maternity leave and sick leave are not taken into consideration when calculating the time limit.

Art. 5– Application procedure

Applications must be submitted, in a single envelope, in Italian or in English, using the attached forms (Annex 1, and Annex 2 only for EU citizens), by regular/registered mail with acknowledgment of receipt to the following address:

Director INAF-Osservatorio Astrofisico di Catania Via Santa Sofia 78 95123 Catania – Italy. Applications must be received at the above address within 13:00 (local time) on **18th March 2016**. Late delivery will not be considered. Applications which are not consistent with the indications of the attached forms (Annexes 1, and 2 for EU citizens), available at http://www.oact.inaf.it/weboac/concorsi_it.html#contratti a tempo determinato, or without the applicant's signatures will be excluded from the selection procedure. On the envelope the candidate must write:

- a) applicant's name(s) and surname;
- b) address for the purposes of the application;
- c) details of the competition for which the candidate intends to apply: **“Application for Post-Doc position at INAF – Osservatorio Astrofisico di Catania: GAIA”**.

Aware that false declarations are punishable by law and that the Administration will carry out random checks on their accuracy, the applicant must state clearly and precisely in the application, under her/his own responsibility:

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- name(s) and surname,
- date and place of birth, nationality, place of residence and address for correspondence and email address if available or PEC;
- tax number (Codice fiscale italiano), if any;
- the exact denomination of the competition the candidate intends to take part in: research grant entitled: **“GAIA Mission: Italian participation to DPAC – Operative Phase”**;
- PhD degree in Astronomy or Physics awarded by an Italian university or by a foreign university; or Degree in Astronomy or Physics which would formally entitle for the admission to a doctorate and the statement of three-year experience in research field, as detailed in the *curriculum vitae*;
- that he/she is aware of and is not ineligible under any of the restrictions described in article 4 of this Call;
- details of any research grants previously awarded;
- titles of any other qualifications awarded (e.g. specialization diplomas, attendance certificates for post-graduate specialization courses held in Italy or abroad, documented research, under contract, conducted at public or private bodies, scholarships or appointments, both in Italy and abroad);
- that he/she will communicate promptly any changes in the positions referred to in the application as well as changes to the residence and contact details;
- that he/she has read and understood the regulations governing the call for applications.

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

The application forms, the *curriculum vitae* and other declarations must be signed by the applicant, the lack of which determines the exclusion from the selection procedure.

The administration office cannot be held responsible for post not being delivered, due to the candidate's providing an incorrect residence or correspondence address or if any changes to these addresses are not communicated promptly, for any postal or communications delays or third party delays due to fortuitous events or force majeure.

For selection purposes the applicants:

- EU citizens shall directly state any academic qualifications in the application forms (Annexes 1 and 2)
- non-EU citizens residing outside Italy, together with Annex 1, must produce originals or suitably certified copies of academic qualifications obtained outside Italy, together with a declaration of value, certified, translated and legally validated, complete with an indication of the examinations taken, relative marks and course duration. The declaration of value is issued by the competent Italian diplomatic representatives in the country where the institution that made the award is based.

Italian and EU citizens, in order to participate to the present call, must declare, to the fullest extent of applicable laws, the qualifications required for participating in the competition and all the documents deemed relevant for evaluation. In the declaration form (ALL. B), the candidate must provide details of each document submitted for evaluation to the examining board that will enable them to reach a decision as to the validity of the qualification for the sole purposes of participation in the selection procedure and to assess the veracity of the personal sworn declaration. Pursuant to Art. 40, comma 1, D.P.R. 445/2000, no original certificates need to be attached to the application document; only a copy

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declared to be authentic need be supplied. Any certificates issued by public bodies will not be considered in the candidate selection process. Only certificates issued by private individuals and/or private bodies may be supplied in their original form, as authenticated copies or as a copy declared to be authentic. Citizens from non-EU states who are legally resident in Italy, pursuant to the laws currently in force, should present the documents required for participation in the competition and all other qualifications candidates considered relevant for evaluation as originals or photocopies, translated into Italian or English. Candidates may only provide a self-certification declaration of circumstances, discernible facts and personal qualities that are contained in Italian public records. Citizens from non-EU states who are not legally resident in Italy, must produce originals or suitably certified copies of academic qualifications obtained outside Italy, translated and legally validated, together with a declaration of value, certified, translated and legally validated, complete with an indication of the examinations taken, relative marks and course duration. The declaration of value is issued by the competent Italian diplomatic representatives in the country where the institution that made the award is based. If the qualification has not been deemed valid for Italian law, the applicants must request the validity for the sole purposes of participation in the present competition adding:

- 1) for Italian and EU citizens: declaration pursuant to D.P.R. 28/12/2000 n. 445 (autocertificazione) together with the university qualifications awarded complete with a list of examinations taken, the relative marks and duration of the course;
- 2) for non-EU citizens: originals documents with translations into Italian or English of the qualifications awarded with a list of the examinations taken, the relative marks and the duration of the course. The declaration of value is issued by the competent Italian diplomatic representatives in the country where the institution that made the award is based.

The following documents have to be submitted:

- Annex 1 "Application form" signed and dated;
- Only for non-EU citizens residing outside Italy: originals or suitably certified copies of academic qualifications obtained outside Italy, together with a declaration of value, certified, translated and legally validated, complete with an indication of the examinations taken, relative marks and course duration;
- Only if the qualification has not been deemed valid for Italian law: request of validity for the sole purposes of participation in the competition together with mentioned declarations;
- Annex 2 "Self-declaration" (only for EU citizens);
- "Curriculum vitae", signed and dated by the applicant, providing evidence of possession of the titles and the skills required to carry out the research and including a list, if applicable, of grants and fellowships held in the past and a statement of research interests;
- copy of a valid identity document (ID card or passport);
- PhD thesis: Participants will attach to the application one or more CD - ROM containing non rewritable copy or reproduction of the thesis. The lack of attached CD implies that the thesis will not be evaluated. The CD-ROM must be accompanied by a statement, in which the candidate must declare that the thesis contained in the CD is consistent with the original;
- list of publications, reporting all authors;

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- any other qualification, working task, research activity for public and private institutions and publications that the applicant considers relevant to submit for evaluation;
- list of documents.

Art. 6 - Exclusion from the selection

Applicants are provisionally admitted for selection with reservation and may – at any time – be notified of exclusion from the selection procedure for the following reasons:

- application received after the deadline;
- incomplete application form and lack of signature of the application form or (for non-EU citizens residing outside Italy only) omission of attachment of originals or suitably copies of academic qualifications obtained outside Italy, together with a declaration of value, certified as authentic, translated and legally validated, by diplomatic office;
- lack of signature of the declarations and of the curriculum vitae;
- missed copy of a valid identity document;
- lack of the established requirements, indicated in article 2.

Should the reasons for exclusion be ascertained after completion of the selection procedure the applicant will lose any right deriving from participation in the selection procedure; similar loss will be applied to applicants providing any false statement or document. These decisions of exclusion will be communicated to the interested party via recorded delivery.

INAF is not responsible for lost applications or documents where this is due to the applicant having provided incorrect contact details or having failed or delayed in notifying any changes to these details.

Art. 7 – Selection Committee

The selection will be performed by a Selection Committee appointed with decree by the Director of INAF -Osservatorio Astrofisico di Catania, once the deadline for the presentation of applications for selection has passed. The Selection Committee is composed of three members, men and women, including the Scientific Responsible Dr Alessandro Lanzafame, and a secretary. Examining board members are not remunerated.

Art. 8 – Selection procedure

The selection is based on qualifications, possibly integrated by an interview in English or in Italian. The total ranking score is 100 points, (of which 70 points is the maximum score for qualifications and 30 points is the maximum score for the possibly interview).

The examining board subdivide the 70 points reserved to qualifications according to the following criteria:

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- PhD thesis: (5 points) up to five points if the thesis is inherent to the subject of this call, up to three points if it is not inherent;

or in case the applicant has not got the PhD

- Degree thesis (5 points) up to five points if the thesis is inherent to the subject of this call, up to three points if it is not inherent;
- specialization diplomas, attendance certificates for post-graduate specialization courses... (5 points) up to 2 points each if it is inherent to the subject of this call, up to 1 point if it is not inherent;
- *scientific curriculum* including the preferential qualifications listed in art. 3 (10 points) up to 2 points for each preferred qualification;
- contracts, grants, fellowship inherent to the subject of this call (10 points) up to 2 point each,
- publications (40 points) up to 4 points for each publication inherent the theme of the call, published in international refereed journals, up to 2 points for other publications.

The possible interview will focus on candidates' capacities to carry out the research theme: *Identification and determination of astrophysical parameters of young low-mass stars in the Gaia mission* and to verify the knowledge, experiences and skills declared in art. 2. The minimum score for the interview admission is 20 points.

The date of the interview will be communicated to applicants via e-mail at least 20 days notice. In any case, no reimbursement will be recognized for applicants travelling from abroad.

At the end of the selection procedure, the Selection Committee will draw up the ranked list, in descending order, based on the total scores obtained by each candidate in the evaluation of qualifications and in the possible interview. In instances where two or more candidates have the same score, the candidate with PhD degree will prevail and then the youngest candidate.

The candidate who is placed in the top position of the ranking list will be awarded the fellowship, subject to confirmation that he/she meet the requirements for participating in the selection procedure.

A position on a competition winners' ranking list does not imply any priority for future selection procedures.

The approval decree of the validity of the selection procedure and the ranked list will be published on the following website: http://www.oact.inaf.it/weboac/Assegni_di_Ricerca.html.

Art. 9 – Awarding of the fellowship – Host Institution and fellowship obligations

The highest ranked candidate will receive written notification of award of the research fellowship. Within 10 days from receipt of the formal notification of the award she/he must provide a formal declaration of acceptance of the research grant. The declaration will also state that she/he is not subject to any of the exclusion conditions listed in article 4 of this Call. If the candidate does not provide the declaration of acceptance within a time limit of 10 days, she/he will lose his/her entitlement to the research fellowship and this can be awarded to the next ranked candidate, in strict ranking list order. The fellow will carry out the research at INAF – Osservatorio Astrofisico di Catania.

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Research grant for conducting of research activities is awarded under private law contract in which the starting date, contractual rights and obligations, are stated. The fellow will be requested to have, before the beginning of research activity, a personal accidents insurance for the entire duration of the fellowship. This type of contract does not constitute, in any way, an employment contract and the fellow doesn't have any rights to access to permanent INAF staff positions. The successful applicant will carry out the research independently, coordinating his/her work with the scientific tutor.

The successful applicant will have to provide a scientific reports on the research activity every six months, which have to be approved by the scientific tutor and forwarded to the Observatory director.

The fellow who does not carry out her/his research activity regularly without justified reasons or lacks repeatedly to fulfil requirements or, according to the evaluation of the local coordinator of activities, eventually shows evident lack of skills at the planned research activities, will incur the termination of the contract.

The contract between the INAF and the research fellow will be terminated, without notice, in the following cases:

- a) unjustified delay to commencing research activities;
- b) violating the current incompatibility regulations concerning the awarding of research grants for research activities;
- c) a negative evaluation of the research activities by the Scientific Responsible who may communicate serious shortcomings, in writing, to the research fellow. The Director may decide to terminate the contract if the research fellow's justifications are deemed unsatisfactory;
- d) the fellow has provided false declarations or documents: in this case the termination of the contract will have retroactive effects and the salary must be refunded to Observatory.

The fellow is required to send a written note in case of withdrawal, with at least 30 days notice, otherwise the INAF - Osservatorio Astrofisico di Catania is entitled to retain or request the reimbursement of the salary amount corresponding to the notice time-span she/he has failed to send.

Art. 10 Evaluation of research – Renewal

The Scientific supervisor of research and the fellow will submit the Director of INAF-Osservatorio Astrofisico di Catania, before the contract expiration, a complete report showing the progress of the research, the eventual request of renewal and the successful verification of the financial package.

The Director will evaluate the report and decide on the possible renewal of the appointment, following the evaluation of the Scientific supervisor, while respecting, however, limits the duration of the fellowships stated by law.

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Art. 11 Return of certificates

Within three months of the publication date of the ranking list, applicants can ask for the return of documents such as degree certificates and published works presented during the selection process. Once six months have passed from the publication of the ranking list, the Observatory cannot in any way be held responsible for the documents and published works presented by the candidates during the selection process.

Art. 12 – Privacy

Pursuant to Legislative Decree dated 30 June 2003, n. 196 (Personal data protection code), personal data supplied by candidates will be processed at the INAF – Osservatorio Astrofisico di Catania and handled for competition purposes and any eventual procedures concerning the awarding of research grants for the conducting of research activities. Candidates are entitled to the rights stated in the decree mentioned above regarding access to personal data, its modification, updating, integration, cancellation or regarding inaccurate, incomplete or illegally-collected data, as well as reserving the right to oppose any use of the data other than the institutional purposes stated above. Responsible of the personal data is the Director of INAF – Osservatorio Astrofisico di Catania.

Art. 13 – Applicable law

The INAF – Osservatorio Astrofisico di Catania shall abide by provisions in force promoting equal opportunities for women and men, non-discrimination and respect of privacy in processing personal data. This call will be published in the website of the INAF-Osservatorio Astrofisico di Catania. Moreover, it will be sent to the Scientific Director of INAF for publication for at least 20 days before the deadline, in the website of INAF, of the Ministry according to instructions specified by the MIUR. For further scientific information about the position and planned activities, contact the Scientific supervisor Dr A. Lanzafame (email: alessandro.lanzafame@oact.inaf.it). For further administrative information contact the Administrative Responsible Dr Valentina Romania (email: vromania@oact.inaf.it). For what not explicitly mentioned in this call, the INAF – Osservatorio Astrofisico di Catania shall act in compliance with the regulations in force concerning Italian public selection procedures.

Catania, 18.02.2016

f.to The OACt Director
(Dott.ssa Grazia Maria Umana)

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