



**OSSERVATORIO ASTRONOMICO DI PADOVA**

**D.D. N. 12/2017**

*Selection procedure based on qualification and possible interview for one postdoctoral research fellowship (Assegno di Ricerca, Categoria A) as part of the science project:*

***WEAVE – Open cluster Survey planning***

**THE DIRECTOR OF THE “OSSERVATORIO ASTRONOMICO DI PADOVA”**

<b>Taking into account</b>	the INAF Statute, approved on 7 March, 2011, and effective as of 1 May 2011;
<b>Taking into account</b>	the INAF “Disciplinare di organizzazione e funzionamento (DOF)”, approved by CDA, decreto # 44, date 21.06.2012;
<b>Taking into account</b>	Italian Law n. 240, 30 Dec 2010, and its art. 22;
<b>Taking into account</b>	Italian Law n. 11, 27 Feb 2015, and its art. 6 c 2-bis;
<b>Taking into account</b>	DM M.I.U.R.9.3.2011, and its art. n. 102
<b>Taking into account</b>	the “Decreto Legislativo 4 giugno 2003, n. 138 - Riordino dell’Istituto Nazionale di Astrofisica (INAF)” published on G. U. n.140, 19 June 2003;
<b>Taking into account</b>	the INAF “Regolamento sull’amministrazione, sulla contabilità e sull’attività contrattuale”;
<b>Taking into account</b>	the INAF “Personnel Rules and Regulations” ;
<b>Taking into account</b>	the INAF Regulations for the awarding of research fellowships;
<b>Given</b>	the request presented by Dr. Antonella Vallenari, for opening the procedure for awarding a research fellowship of 12 months (possibly renewable) as part of the Science Project <i>WEAVE -Open clusters – Survey planning</i>
<b>Given</b>	that the financial coverage of the fellowship is granted by the funds of Osservatorio Astronomico di Padova, project WEAVE Ob. Fun. 1.05.03.04.05, Cap.1.01.01.01.009 “Assegni di ricerca” – Centro Costo 1.03 (Inaf Osservatorio Astronomico di Padova).

**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”, category POST-DOC, entitled:

***WEAVE – Open clusters Survey planning***

WEAVE is a powerful new multi-object spectrograph for the 4.2m William Herschel Telescope at the Observatorio del Roque de los Muchachos, on La Palma in the Canary Islands. It will allow astronomers to take spectra of up to 1000 stars and galaxies in a single exposure. This huge leap in observing efficiency (currently a maximum of 100 objects can be observed simultaneously) will allow astronomers to tackle several astrophysical problems that until now have remained out of reach.

The instrument will be available in 2018 for several surveys. One of these projects is related to Galactic Archeology with the goal to complement Gaia deriving chemical abundances and radial velocities for a significant sample of stars in our Galaxy. In particular the Open cluster survey will focus on the clusters as disk tracers. Information can be found at <http://www.ing.iac.es/confluence/display/WEAV/The+WEAVE+Project>.

The successful applicant will work in collaboration with Dr. Antonella Vallenari, and the other members of Open cluster Italian science team to finalize the survey planning and its scientific exploitation.

More in detail the successful applicant will be working on:

- Observational strategy optimization for the Open Cluster Survey
- target selection and finalization of the input catalogs
- Post-processing and quality control of pipeline data
- Science measurements from High and Low Resolution spectra

Previous experience in observational and /or theoretical spectroscopy, photometry, are considered preferential

## **Art. 2 – Requirements**

In order to participate to the selection, applicants must fulfil the following requirements – at the deadline of the application – under threat of being excluded:

- PhD degree in Astronomy or Physics or equivalent, obtained from an Italian or foreign university or, equivalently, university pre-doctoral degree in the same fields plus 3-year post-graduate research experience;
- Good command of the English language.

## **Art. 3 – Application procedure**

Applicants should send by registered mail to the postal address of Osservatorio Astronomico di Padova a printed copy of the application, properly signed.

Alternatively applicants can present in person their application to Osservatorio Astronomico di Padova, during office hours (Monday-Friday, 9:00-13:00).

Applications received before MARCH 15th, 2017 will be taken into full consideration. Please quote reference “Assegno di Ricerca - D.D. 12/2017” on the postal envelope.

**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 and/or any other title deemed relevant for the application;
- (5) Copy of a valid identity document (ID card or passport);
- (6) The name and e-mail address of two contact persons who may provide reference letters upon request.

In case he/she is awarded the post-doctoral fellowship, the successful candidate will have to provide the INAF-OA Padova administration, before taking up the position, with:

- copy of the PhD certificate or of equivalent foreign academic qualification or university pre-doctoral degree

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.

**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 simultaneously 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 Padova.

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

Retired persons are not eligible for Research fellowship.

### **Art. 5 – Duration of the Research fellowship**

The Research fellowship is initially awarded for **12 months** and can be renewed depending on funding availability and project needs. During this year the successful applicant may spend some time visiting other research institutions in Italy or abroad, and he/she will be reimbursed according to the INAF rules as in “Manuale per il trattamento delle spese di missione”. In accordance with the Italian Law n. 240/2010 the total duration of the “Assegni di Ricerca” cannot in any case exceed six years (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 Padova premises of INAF Osservatorio Astronomico di Padova.

### **Art. 7 – Salary**

The gross yearly salary for this position will be **28,000.00 (Twenty-eight-thousand/00) Euro**. This amount is net of burdens to be charged to INAF – OA Padova and will be paid in deferred monthly instalments.

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.

### **Art. 8 – Selection Committee and selection procedure**

The selection will be performed by a Selection Committee appointed by the Director of INAF- OA Padova. The Selection Committee 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 video-conference, 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 Padova web site: <http://www.oapd.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 **1 April 2017**. The holder of the fellowship:

- will start the research activity on due date, as for the contract with INAF- OA Padova, unless prevented by force majeure or exceptional circumstances, of which the Director of INAF – OA Padova must be timely informed;
- will carry out her/his research activities at INAF-Padova under the supervision of the project, Dr. Antonella Vallenari, 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 Padova 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 Padova 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 fulfil 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 Padova.

### **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 Administrative Employee**

The Responsible Person for this Job announcement processing is Dr. Giovanni Candeo, of INAF-OA Padova.

### **Art. 13 – Applicable regulation**

INAF-OA Padova 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 Padova 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 following web sites: <http://www.inaf.it> and <http://www.oapadova.inaf.it>, on the web pages of the Ministero dell’Istruzione, dell’Università e della Ricerca (MIUR) and of European Union, according to the lines guides defined by MIUR.

Padova, 10 febbraio 2017

**Il Direttore**  
(Dott. Massimo Turatto)

# ANNEX 1: APPLICATION FORM

(TO BE SIGNED AND SCANNED INTO A PDF FILE TO BE SENT TO THE ADDRESS PROVIDED BELOW)

Sgrateria scientifica  
INAF – Osservatorio Astronomico di Padova  
Vicolo dell'Osservatorio, 5  
35122 Padova  
ITALY

I, 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.

I, THE UNDERSIGNED,

having read the Call for applications for an “Assegno di Ricerca” (research fellowship) entitled: **WEAVE – Open Clusters – Survey planning**

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 .....

- that I have a professional level of knowledge of the English language;

- that I am aware of the restrictions described in Article 4, of the Call for applications for this research fellowship;

I.N.A.F. - Istituto Nazionale di Astrofisica  
Sede Legale - Viale del Parco Mellini, 84 00136 ROMA - Codice Fiscale 97220210583 P.Iva 06895721006  
**Osservatorio Astronomico di Padova**  
Vicolo dell'Osservatorio, 5  
35122 Padova

- that I have never received a research award as per art. 22, Italian Law 240/2010, or rather
- that I have been the recipient of:
  1. a research fellowship  
entitled.....,
  - at (name of the institution) .....,
  - beginning .....ending .....total months .....
  - (add extra lines as required, in case of other fellowships)
- that I am not under any similar contract for research activities at INAF or any other Italian or foreign institution;
- that I am not a retired person;
- that I am aware that, under art. 22 Italian Law 240/2010, the research fellowship:
  - may not be held contemporarily with attendance of a “Laurea Specialistica”, or a “Laurea Magistrale” degrees, as well as with attendance of PhD courses with fellowship;
  - may not 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;
  - does not allow 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):  
.....  
.....  
Email address: .....

**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 and/or any other title deemed relevant for the application;**
- **Copy of a valid identity document** (ID card or passport);



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 fulfil the procedures necessary for the present Call.

Date

Signature

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**ANNEX 2: CV DECLARATION**

I, 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 fulfil the procedures necessary for the Call, for which this statement is made.

Date

Signature

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\_\_\_\_\_