



Istituto di Astrofisica Spaziale e Fisica Cosmica  
di Milano

## DECREE N. 42/2016

Selection procedure by qualifications and interview for the assignment of one fellowship: ***“Managing documentation for SKA and CTA”***

### The Director

- ***Pursuant*** the INAF Statute, in force from the 1<sup>st</sup> May 2011;
- ***Pursuant*** the Provisions for the Organisation and Functioning of INAF, approved by the Board of directors with deliberation n. 44 of the 21<sup>st</sup> June 2012;
- ***Pursuant*** Law n. 240 dated 30 December 2010 of which art. 22 in particular;
- ***Pursuant*** the M.I.U.R. Ministerial Decree n. 102 dated 9<sup>th</sup> March 2011;
- ***Pursuant*** the Provisions for the assignment of research grants approved by INAF Administrative Council on 22<sup>nd</sup> June 2011 and with the subsequent modification of the 13<sup>th</sup> October 2011;
- ***Pursuant*** the request for a call offering one fellowship of the duration of 12 months with possibility of renewal, with the title *“Managing documentation for SKA and CTA”*;
- ***Ascertained*** that financial coverage of the fellowship is granted by the resources allocated to Astronomia Industriale project CRA 1.05.03.37.01;

### DECREES

#### Art. 1- Research Project

A selection based on qualifications, possibly integrated by an interview, is open to award a research fellowship entitled: *“Managing documentation for SKA and CTA”*;

The awarded fellow is expected to carry out the following activities:

- Manage documentation for reviews
- Translate Chinese documents
- Handling Press Releases in Italian and English
- Posting on social networks news on the projects

#### Art. 2 – Requirements for participation

Participation to the selection is reserved to Italian and foreign citizens holding the following mandatory minimum requirements:

- Laurea Magistrale (or the old fashioned Laurea degree) in Foreign Languages or an equivalent degree issued by an Italian or foreign Advanced Studies Institute or University.
- Excellent written and oral communication skills in English
- Working knowledge of Chinese

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tel: +39 022365-302 (segreteria)  
[www.mi.iasf.cnr.it](http://www.mi.iasf.cnr.it)

Preferential qualification will be considered:

- Translating skills from English to Italian and from Italian to English;
- Translating skills from Chinese to Italian

Foreign citizens holding a degree or a title considered equivalent according to international agreements or to any applicable regulation may apply.

The foreseen requirements are to be fulfilled at the moment of the application.

### **Art. 3 – Application**

Applications must be consistent with the attached application form (*Attachment 1*), with the addition of the date and the signature of the candidate. Applications, integrated by the requested documentation, are to be submitted either by hand delivery to the INAF IASF Milano (from Monday to Friday from 9.00 until 13.00 o'clock) or sent by express courier or by registered letter with acknowledgement of receipt. Applications have to be addressed to the Director of INAF – IASF Milano, via Alfonso Corti 12, 20133 Milano, Italy. Applications are to be submitted by **23<sup>th</sup> december 2016**.

Late applications, or applications missing the applicant signature, or not consistent with the attached form, will not be considered.

On the application envelope the following must be clearly quoted: applicant's first name, family name and address, and the caption: "Borsa di Studio. Ref *Managing documentation for SKA and CTA*". Incomplete applications will not be considered for the selection procedure.

The following documents have to be attached to the application:

1. candidate's curriculum vitae et studiorum (CV), including a list of grants and fellowships held in the past, if applicable;
2. a statement concerning the experience gained in the field of the grant research programme;
3. any other qualifications relevant to the applicant's scientific experience and/or training;
4. non-Italian citizens should attach a copy of their University degrees inclusive of the list of exams and the degrees' final marks, or copies of the equivalent foreign degrees;
5. a list of all attached documents, in which the number of attachments is specified;
6. a personal declaration (valid as self-certification) that:
  - the submitted copies of academic thesis and dissertations, of publications and works are conformal copies of the original documents;

The above self-certification must be consistent with the attached form (*Attachment 2*), and must be dated and signed by the applicant, and a copy of a valid identity document must be attached. In using self-certification the candidate must list the submitted qualifications with details which may enable possible verification by the Institute's Administrative Office. Alternatively, the candidate must submit original or authenticated copies of his/her qualifications.

### **Art. 4 – Incompatibility**

According to the Italian Law 240/2010, the fellowship cannot be held contemporarily to 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.

The fellowship cannot be held contemporarily to attendance at any academic course, as well as with attendance at PhD courses with fellowship. For employees of the Italian Public Administration, compulsory unpaid leave of absence is foreseen.

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-IASF Milano.

### **Art. 5 – Duration of the grant**

The fellowship is for 12 months, with possible further extension depending on the favourable opinion of the scientific leader of the project and on funding availability, in accordance with art. 22, paragraph 3 of the Italian Law n. 240/2010.

### **Art. 6 – Host institution**

Host institution of the fellowship is INAF – IASF Milano. Depending on the needs of the research programme – established by the Scientific leader of the project – it could be possible that the grant holder is requested to carry out a period of activity at other INAF research Institutes or other Italian or Foreign Astronomical Research Institutes. When travelling the grant holder will be reimbursed in accordance with the rules described in the “Manuale per il trattamento delle spese di missione” of INAF.

### **Art. 7 – Salary amount**

The fellowship is worth 6000 (sixthousands) Euros gross per year. This amount will be paid in deferred monthly instalments.

### **Art. 8 – Selection Committee**

The selection of eligible candidates will be performed by a Selection Committee appointed by the Director of INAF – IASF Milano.

### **Art. 9 – Selection procedure**

The selection is based on qualifications integrated, if need be, by an interview to verify the candidate's attitude to carry out the tasks required for the selection.

Evaluation criteria will be defined in advance, and qualifications will be evaluated before the possible interview of candidates.

Applicants selected for the interview will be summoned with adequate advance notice by registered letter with acknowledgement of receipt or by e-mail, if the candidate stated in the application form his/her e-mail address.

To be admitted to the interview, candidates must exhibit their identity documents.

### **Art. 10 – Evaluation and ranking**

The comparative evaluation is based on the applicants' qualifications, possibly integrated by an interview. Evaluation criteria, and particularly the ones concerning the specific activity, and qualifications applicable scores will be defined by the Selection Committee before examining the available applications.

The ranking will be done on the basis of the candidates' qualifications and activities such as: University Degree Thesis, previous experience, etc.

Following the evaluation process, the Selection Committee shall rank the candidates and draw up a short list of eligible applicants to be interviewed.

The total ranking score established by the Selection Committee is 100 points, of which 70/100 is the maximum score for qualifications and 30/100 is the maximum score for the interview.

The Selection Committee could define in advance a minimum score for admission to the interview. Likewise, the Committee could define a minimum final score for candidates to be included for the final ranking.

The list of the eligible candidates, ranked by their individual score, shall be publicly notified by posting it on the official Notice Board of INAF – IASF Milano via Bassini 15.20133 Milano.

The decree of approval of the selection procedure and any other decree relevant to the selection shall be notified through the INAF-IASF Milano website.

In case of renunciation of the grant winner, the grant shall be awarded to the next eligible candidate in the ranking list.

### **Art. 11 – Contract Formalization**

The highest ranked candidate will receive written notification of award of the research fellowship.

Within 10 days from the receipt of the formal notifications of the award, the successful candidate will provide a formal declaration of acceptance of the research grant without reservation and under the conditions prescribed in the contract which shall be signed on the date and place established by INAF-IASF, Milano. The successful candidate will also declare that he/she is not subject to any of the exclusion conditions listed in Article n. 4 of this announcement.

Within the same time limit of ten days, in case of renunciation, the winner is bound to provide formal declaration of renunciation to the INAF – IASF Milano.

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

The grant holder is bound to take out a health insurance - unless he/she benefits from the National Health Service pursuant to Law 833/1978 – and an insurance policy against accidents at work prior to starting his/her research activities, otherwise revocation of the grant is foreseen. The insurance policy documents must be produced upon contract signing.

As for third-party civil liability, the grant holder will be covered by insurance policy drawn up by INAF. The policy does not cover civil liability of the grant holder towards INAF.

The Director of the INAF – IASF Milano shall appoint a scientific leader/tutor of the grant holder that supervises and coordinates his/her research activity.

In case of voluntary resignation or layoff of the grant holder, the next eligible applicant in the ranking list is entitled to receive the remaining amount of the grant salary, after signing the contract.

Invalidation of the selection procedure will cause termination of the contract, without prior notice and with payment of the fulfilled period.

### **Art. 12 – Starting date and obligations**

The starting date will be established by the Director of INAF – IASF Milano. Currently, the starting date of the fellowship is expected to be **Feb, 1<sup>st</sup> 2017**.

The grant holder has to fulfil the following obligations:

- a) to sign in advance the contract governing collaboration to the planned research activity project and to whatever else foreseen in the contract;
- b) to start research activity at the date due as for the contract at the INAF-IASF Milano, unless prevented by motivated temporary hindrance, of which the Institute must be timely informed;
- c) to carry out research activity for the whole duration of the grant regularly and continuously;
- d) to comply with the rules and regulations of the Institute and with the directives of the Director and of the scientific leader of the project;
- e) to present a final report of the overall research activity to the Director after approval from the scientific leader.

In case of no compliance with the above obligations, the grant holder will be informed of the possible start of administrative procedure for terminating the contract, and he/she will be allowed to submit his/her own reasoned reply on the matter to the Director of the INAF-IASF Milano in writing.

The grant holder will be informed by reasoned notice both in case the administrative proceedings are filed away without further consequence, and in case of actual decision to terminate the contract.

Temporary suspensions of the research grant are justified only if absence is due to pregnancy and post-natal leave, or to illness which lasts longer than one month, or to any other serious reason. The reasons for suspending the research grant must be proved and certified, and promptly sent to the Institute.

In case of contract rescission, the grant holder is bound to send a written communication with 30 days' notice. The notice starts from day 1 or day 16 of each month. In case of lack of notice, the Institute has the right to retain or request the reimbursement of the salary amount corresponding to the notice time-span which the grant holder failed to communicate.

### **Art. 13 - Publicity**

This announcement will be posted on the websites of INAF (<http://www.inaf.it>), of the INAF – IASF Milano ([www.iasf-milano.inaf.it](http://www.iasf-milano.inaf.it)).

### **Art. 14 – Applicable regulation**

The Institute 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, the IASF-Milano shall act in compliance with the regulations in force concerning public selection procedures, when applicable by analogy.

**Art. 15 - Proceedings Responsible**

In accordance with the Italian Law n. 241 dated 7 August 1990, INAF-IASF Director is responsible of the competition proceedings relevant to this competition announcement.

Milano, 30 November 2016

A handwritten signature in blue ink, appearing to read 'Caraveo', is positioned above the printed name of the director.

**Il Direttore**  
(Dott. ssa Patrizia Caraveo)

ATTACHMENT 1 APPLICATION FORM FORMAT FOR PARTICIPATION TO THE SELECTION

To the Director  
INAF – IASF Milano  
Via Bassini 15,  
20133 Milano

The undersigned (Name(s))..... (Surname).....

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

Date of birth (dd/mm/yy) .....

Fiscal Code.....

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

Hereby applies to participate to the selection for the appointment of one fellowship entitled “**Managing documentation for SKA and CTA**” to be carried out at the INAF – IASF Milano (ref. D.D. 42/2016).

Under her/his personal responsibility the undersigned declares:

- 1) her/his nationality is: .....
- 2) to enjoy civil and political rights of the State of which she/he holds citizenship;
- 3) to have/to have not fulfilled to the required military service;
- 4) not to have been in the past or not to be at present under any penal sentence (if liable, please specify) .....
- 5) to hold the following educational qualifications: .....
- 6) research grants and/or fellowships hold in the past (duration and host Institution):  
.....;
- 7) to be presently holding the following research grant or fellowship (length and host Institution):  
.....

The following documents are attached:

1. curriculum vitae et studiorum, in which also past research grants or fellowships are listed;
2. a statement concerning the experience gained in the field of the grant research programme;
3. any other qualifications or publications relevant to the applicant’s scientific experience, including degree thesis or equivalent foreign qualification, not available online (these attachments could be submitted on electronic support);
4. list of publications, with attached copies of the ones relevant for the purposes of the research grant, if not available online;
5. for non-italian citizens, copy of their PhD certificate, or copy of the University degree/academic qualification certificate inclusive of the list of individual exams and the final score, or copy of the equivalent foreign degree certificate;
6. list of all submitted documents, specifying the number of attachments;
7. declaration (Attachment 2).

The undersigned authorizes the Administrative Office of INAF-IASF Milano to use and store her/his personal data only for the purpose of the present selection.

The undersigned asks to receive communications concerning the selection at the following address (number/street/town/postal code/State, if possible list also phone number, fax number and e-mail address):

.....  
.....  
.....

Place and date (dd/mm/yy)

\_\_\_\_\_  
(Applicant’s signature, not to be authenticated)

SELF-CERTIFICATION

The undersigned (Name(s))..... (Surname).....  
Place of birth (Town/State) .....  
Date of birth (dd/mm/yy) .....  
Permanent residence address (number/street/town/postal code/Country) .....,

As candidate to the selection for one research grant issued by INAF-IASF Milano with Director's Decree n. 42/2016, aware that producing false statements and forged documents, as well as the use of forged documents shall be punished in accordance with the Penal Code and with any other applicable special act on this matter,

DECLARES AND SELF-CERTIFIES

- 1) that submitted copies of academic theses and dissertations, of publications and works are conformal copies of the original documents;
- 2) to hold the following degree in: (discipline) .....  
Date of award: (dd/mm/yy).....  
Awarding University: ..... Final mark: .....
- 3) to hold the following academic qualifications:  
PhD degree in: (discipline) .....  
Date of award: (dd/mm/yy)..... Awarding University:.....  
Final mark: .....
- 4) Certificates of attendance to post-degree courses: .....
- 5) Fellowships/Research contracts/grants at private and/or public institutions:  
From..... to..... at..... Type:.....  
From..... to..... at..... Type:.....  
From..... to..... at..... Type:.....  
From..... to..... at..... Type:.....  
From..... to..... at..... Type:.....
- 6) Ongoing fellowship/contract/grant:  
From..... to..... at..... Type:.....

Place and date (dd/mm/yy)

\_\_\_\_\_ (\*)  
(full applicant's signature)

(\*) Not authenticated

N.B. A photocopy, not authenticated, of a valid identity document of the applicant must be attached.