



Director's Decree n. 26/2020 dated 24 February 2020

**Selection procedure by qualifications and possible interview for the assignment of one post-degree fellowship of the duration of five months – non-renewable – entitled “Development, Implementation and Testing of Gaia DPAC operational software for the production of the Gaia Total Galactic Extinction Map” (C.U.P.: F86C14000030005)**

**The Director of INAF – Osservatorio Astrofisico di Torino**

**In accordance with** Legislative Decree, dated 4 June 2003, n. 138 about the “Reorganization of the Istituto Nazionale di Astrofisica (I.N.A.F.) and subsequent modifications and additions”;

**In accordance with** Legislative Decree, dated 31 December 2009, n. 213 about the Reorganization of the Research Institutions in implementation of art. 1 of the Law, dated 27 September 2007, n. 165;

**In accordance with** President's Decree, dated 28 December 2000, n. 445 and subsequent modifications and additions;

**In accordance with** art. 15 of the Law, dated 12 November 2011, n. 183;

**In accordance with** INAF Statute adopted by INAF Administrative Advisory Panel on 25 May 2018 and entered into force on 24 September 2018;

**In accordance with** INAF guidelines on organization and operation approved by Resolution n. 44/2012 of INAF Executive Board dated 21 June 2012 entered into force on 23 July 2012;

**In accordance with** President's INAF guidelines dated 16 June 2008, prot. N. 4022, describing the procedure for recruiting of temporary staff and certain rules regarding the awarding of research grants and fellowships on the basis of external funds;

**In accordance with** the Personnel Regulations, published in the General Series of the *Gazzetta Ufficiale*, dated 30 October 2015, n. 253 (INAF Resolution no. 23/2015);

**In accordance with** INAF guidelines dated 30 January 2018, describing the procedure for the selection procedures and recruiting of temporary staff;

**In accordance with** INAF guidelines dated 23 March 2018, describing the procedure for the selection procedures and recruiting of temporary staff;

**In accordance with** the motivated request, as foreseen by INAF guidelines approved by INAF Administrative Advisory Panel on 30 January and 23 March 2018, to the Scientific Directorate and the Head Office, (letter dated 21 January 2020, prot. N. 93, Tit. III, Cl.5, F. 1245) of Dr. Ronald Drimmel, Research Astronomer and Program Manager of the Italian Participation to the Gaia Mission, to issue a selection procedure for the assignment of one post master-degree fellowship of the duration of **five months** entitled: “**Development, Implementation and Testing of Gaia DPAC operational software for the production of the Gaia Total Galactic Extinction Map**”;

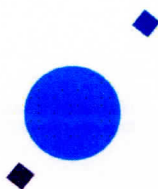
**In accordance with** the authorization to issue this requested selection for a fellowship under exemption, being less than six months in duration, as required by the above guidelines;

**Ascertained** that financial coverage is granted through funds assigned to the Project ASI/INAF n. 2018-24-HH.0 “Gaia Mission – Italian Participation to DPAC – Operations and Data Analysis”, Resp. Dr Mario G. Lattanzi, Ob.Fu. 1.05.04.05.01, cap. 1.04.02.03.001 and 1.02.01.01.001, under the forecast budget of INAF – Osservatorio Astrofisico di Torino for the current financial year, C.U.P.: F86C14000030005:

**DECREES**

**Art. 1 – Announcement of selection procedure**





A selection procedure is open, on the basis of candidates' qualifications – possibly including an interview – for the assignment of a post-degree fellowship of the duration of five months – non-renewable – entitled: *“Development, implementation and testing of Gaia DPAC operational software for the production of the Gaia Total Galactic Extinction”* at INAF – Osservatorio Astrofisico di Torino.

The principle objective of the position will be the study and further development of the Java code implemented for the production of the Total Galactic Extinction Map, which is part of the ground segment software of Gaia, responsible for processing satellite telemetry and production of scientific results. The aim is to investigate the way to improve the software performance, both from a computational point of view and from that of scientific precision. The activity will be carried out under the control of the software scientific manager, and will include both the modification of the existing one and the implementation of new algorithms, if necessary, and the software test, before and after its delivery to the Data Processing Center CNES, Toulouse (DPCC).

The PI of the program is **Dr Ronald Drimmel**, Research Astronomer and Program Manager of the Italian Participation to the Gaia Mission.

#### **Art. 2 – Term and amount**

The fellowship is for **5 (five) months**. Expected start date of the fellowship is by **April 1<sup>st</sup>, 2020**. The gross income budgeted for the entire **five months**, will be **Euro 7.550,00 (seven thousand five hundred fifty)** and it will be paid in deferred monthly installments. The last instalment will be paid following an end-of-fellowship report signed by the fellow and, for acceptance, by the PI. If the activity carried out is not considered satisfactory by the PI, the INAF – Osservatorio Astrofisico di Torino, with appropriate formal declaration, may revoke the contract. The fellowship is a full time activity and cannot be held contemporarily with other jobs (for public or private companies), fellowships, grants or allowances of similar kind. Failure to comply with this rule on the part of the successful applicant will result in immediately termination of the fellowship.

#### **Art. 3 – Requirements for participation**

Requirements of the position are that, at the time of the application deadline, the applicant must be in possession of:

- bachelor-level (“diploma di laurea triennale”) degree in Physics, Astronomy or Computer Science, or a degree from a foreign university or institute that is judged to be equivalent by a relevant Italian authority or by the Selection Committee.
- activities related to the principle objective of the position;
- working knowledge of English language;
- familiarity with the Gaia mission and direct experience with the processing of data from this mission.
- knowledge and expertise with the upper level program language Java.

#### **Art. 4 – Application**





1. Applications are to be written on plain paper and must be consistent with the attached application form (Attachment 1), with the addition of the date and the signature of the candidate, and including the requested supporting documentation, **no later than 16 March 2020**.
2. The application form is attached to this selection procedure (Attachment 1) and it is available on the web site of the INAF – Astrophysical Observatory of Torino (<http://www.oato.inaf.it>) and of National Institute of Astrophysics (<http://www.inaf.it>).
3. Applications are to be addressed to the Director of INAF – Osservatorio Astrofisico di Torino, Via Osservatorio n. 20, 10025 Pino Torinese (TO), Italy and they are to be submitted either
  - a) **by hand** to the Observatory Secretariat Office, from 10 am to 12 Monday to Friday, or
  - b) **by registered letter with return receipt**.In these two cases, on the application's envelope the following must be clearly quoted: applicant's name, family name and address, and the caption: "Fellowship – *Development, Implementation and Testing of Gaia DPAC operational software for the production of the Gaia Total Galactic Extinction Map*".
  - c) **by certified e-mail to the certified e-mail address [inafoatorino@pcert.postecert.it](mailto:inafoatorino@pcert.postecert.it)** as attachments in PDF format with the following subject: "Fellowship – *Development, Implementation and Testing of Gaia DPAC operational software for the production of the Gaia Total Galactic Extinction Map*".
4. In the case of transmission of the application by registered letter with return receipt, the stamp of the accepting post office will not be considered but only the stamp of the incoming protocol affixed by the Observatory.
5. Applications coming from an uncertified e-mail address or from a certified e-mail address whose holder is different from the person who submitted the application are not allowed.
6. The applications sent in violation of the instructions contained in subsection 5 of this article will therefore be considered inadmissible.
7. In the case of transmission by certified e-mail, the application for participation in this selection procedure must be sent, under penalty of exclusion, **no later than 12:00 on the day 16 March 2020**, that is the expiry day set by the subsection 1 of this article. The date and time of submission will be certified by the IT system.
8. The application to participate in the selection procedure must be signed with the candidate's handwritten signature.
9. According to art. 39 of President's Decree dated 28 December 2000 n. 445, authentication of the candidate's signature on the application is not required. Applications without the applicant's signature will be excluded from the selection procedure.
10. Unsigned applications or those received after the deadline will not be considered. After the deadline, it will not be allowed to also replace or supplement the documents already submitted.

In the application the candidate must supply the following information in clear and detailed form, under their own responsibility:

1. surname and first name, place (town, country) and date of birth (day/month/year);
2. citizenship;
3. candidate's declaration that she/he is in good standing with the laws with country she/he holds citizenship;
4. place of residence;
5. not to have been in the past or to be at present under any penal sentence. Otherwise the candidate should specify which are still outstanding.





6. To have educational qualification(s) required by art. 3 of this call, indicating date and place of award and final marks;
7. fulfilment of required military service, if existing;
8. to have working knowledge of the English language;
9. if the candidate held in the past or is presently holding other grants or fellowships of whatever kind from private or public institutions. In this case the duration should be specified.
10. postal address where applicants wish to receive communications relevant to the selection, and possibly phone and e-mail contacts.

The following qualifications must be attached to the application:

- 1) a personal declaration (valid as self-certification for both Italian and European Community citizens) that the candidate holds the degree required. **See attachment 2.**
- 2) candidate's curriculum vitae et studiorum, bearing date and signature of the candidate, including a list, if applicable, of grants and fellowships held in the past as required in art. 3 of the present call.
- 3) all documents and qualifications that the candidate considers useful to submit to the evaluation by the Selection Committee in paper copy or in CDROM conforming to the original.
- 4) list of documents and qualifications submitted.
- 5) non-Italian citizens should attach copy of the University degree inclusive of the list of exams and the degree's final mark, or copy of the equivalent foreign qualification.

The self-certification must bear the date and signature of the applicant and a photo copy of a valid identity document must be attached. In using self-certification the candidate should list the submitted qualifications with the necessary details to allow the Observatory's Administrative Office to verify all personal declarations.

Disabled candidates must explicitly request in the application, in relation to their handicap, any aids needed and the possible need for additional time to complete the interview, as prescribed by the Law, dated 5 February 1992, n. 104.

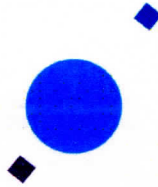
The Administration does not assume responsibility in case of unavailability of the candidate and for the loss of communications due to incorrect address details or failure or late notification of change of address indicated in the application, nor for any lost mail or telegraph which is attributable to third parties, to chance events or force *majeure*.

#### **Art. 5 – Selection Committee and procedure**

Applications will be examined by a Selection Committee consisting of three members and a secretary. Selection of candidates is based on qualifications, with a possible interview, as requested by the selection committee. The general criteria for evaluating scientific and professional titles and the score for each type of qualifications will be defined and minuted by the selection committee before examining the applications submitted. The selection committee may reserve a preliminary estimate of the minimum score that candidates will be required for the evaluation of the qualifications and interview. The evaluation of the qualifications precedes the possible interview and will be carried out on the basis of the documents submitted by the candidates and will take into account the documented experience related to the statement of the research program of the fellowship through the evaluation of the scientific, training and professional curriculum.

The Selection Committee may convene candidates for an in-depth interview to assess their ability to research and preparation in the activities of the selection program. Convened candidates





will be notified by registered letter with return receipt or by e-mail at least 10 days before the event. In order to be admitted to the interview, convened candidates must present a suitable identity document.

The score available to the Commission (100 points) will be allocated as follows: 70 points for qualifications, 30 points for the possible interview.

The Selection Committee will issue a merit ranking, which will be made public by posting to the Observatory's Official Notice Board and website. The official record of the selection and ranking of the candidates will be approved by a decree of the Director of the Observatory. The ranking may be used in the case that the declared winner declines the fellowship, or in the event of an early end to the fellowship, in order to guarantee the completion of the research program for the remaining period.

#### **Art. 6 – Notification to the successful candidate**

The Director of the Observatory will send formal notification to the successful candidate of the assignment of the fellowship and of the starting date and conditions of the fellowship by registered letter or e-mail. Within ten days after the notification's receipt the successful candidate must send to the Observatory a formal acceptance of the fellowship without reservation.

In the acceptance declaration the successful candidate will explicitly declare, under his responsibility, that for the full period of the fellowship he/she will not benefit of any other fellowships or of contributions and similar grants, and that he/she will not receive any salaries or income of any kind from public or private Institutions. The fellowship in no way implies an obligation to permanently hire the successful candidate at INAF – Osservatorio Astrofisico of Torino.

The fellowship does not include welfare and social security benefits. The Observatory will carry out tax withholding and payments, whenever appropriate, in the manner prescribed by Italian laws.

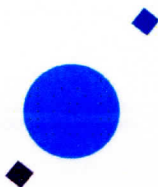
In any case, the successful candidate must personally provide for their own accident insurance at no charge to the Observatory, giving written notice to the Administration of the Observatory of said insurance before the beginning of the fellowship. According to the limits and procedures, he/she will be part of the coverage provided the insurance policy on civil liability toward third parties drawn up by INAF.

By the end of the fellowship, the fellow is required to submit a written report containing the results of the research activity. The fellow may terminate the contract by giving written notice at least 15 days before. In case of default, the Administration has the right to withhold the amount corresponding to the period of notice not given. The remaining grant will be assigned to the following best candidate in the merit ranked list drawn up by the Selection Committee (Art. 5).

#### **Art. 7 – Processing of personal data**

1. According to art. 13 of the "**Regulation (EU) 2016/679 of the Parliament and of the European Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data, as well as on the free movement of such data, and which repeals Directive 95/46/CE**", also named "**General Data Protection Regulation**", the National Institute of Astrophysics, as data controller, informs that: the processing of personal data made available by the candidates who will submit their application for participation in this selection procedure, or in any case acquired for this purpose by the aforementioned "**Institute**", is strictly and solely connected to carrying out the activities, and to adopting and implementing the related acts and measures, as envisaged by the aforementioned procedure. Such processing will be carried out by the "**Institute**" personnel entitled to do, including the members of Selection Committee appointed





by the same "Institute".

2. The data processing will be carried out by the use of specific procedures, also computerized, in the ways and within the limits necessary to pursue the purposes specified in the previous paragraph, even in the event of any communication to third parties.
3. The provision of personal data is necessary to verify the possession of the requirements for participation in the selection procedure and their absence may preclude such verification.
4. To the interested parties are recognized the rights referred to in articles 15 and following of the "General Data Protection Regulation" and, in particular, the right to access their personal data, to request their rectification, cancellation, limitation of treatment, as well as to object to the processing, which can be exercised by forwarding a specific request to the "National Institute of Astrophysics", in Rome, Viale del Parco Mellini, 84, Postal Code 00136, with the methods defined in the following subsection.
5. The rights indicated in the previous subsection can be exercised, without any formality, by sending a request to the "Data Protection Officer" of the "National Institute of Astrophysics":
  - a) by registered letter with return receipt to the address specified in subsection 4 of this article;
  - b) by e-mail sent to the following address: [rpd@inaf.it](mailto:rpd@inaf.it);
  - c) by certified email sent to the following address: [rpd-inaf@legalmail.it](mailto:rpd-inaf@legalmail.it).
6. Persons who believe that the processing of their personal data is carried out in violation of the provisions contained in the "General Data Protection Regulation" and of those provided for in this article have the right to lodge a complaint with the Guarantor for the Protection of Personal Data, in accordance with the provisions of article 77 of the aforementioned Regulation, or to apply to the competent judicial authority, in compliance with the provisions of article 79 of the aforementioned Regulation.

#### Art. 8 – Applicable regulation and final provisions

For what not expressly mentioned in this call, the general rules related to the conducting of public selections procedures continue to be applicable, when compatible with the following call. The Observatory also ensures compliance with the current rules regarding equal opportunities for men and women.

According to the Law, dated 7 August 1990, n. 241, the person in charge for this selection procedure is **Dr Annalisa Deliperi**.

This call will be published on the Official Notice Board and on the web page of the INAF – Osservatorio Astrofisico di Torino (<http://www.oato.inaf.it>), and on the web page of the National Institute of Astrophysics ([www.inaf.it](http://www.inaf.it)). A copy of this call will be sent to the INAF headquarters and to Astrophysical Research Institutes.

Pino Torinese, 24 February 2020

The Director

Dr Silvano Fineschi





**Attachment 1: Application form**

To the Director  
INAF – Osservatorio Astrofisico di Torino  
Via Osservatorio, 20  
10025 PINO TORINESE (Torino)

The undersigned (Forename(s)) ..... (Surname) .....  
Place of birth (Town/State)..... Date of birth (dd/mm/yy) .....  
Residence address (number/street/town/postal code/Country): .....  
Fiscal code number .....

hereby applies to participate to the selection procedure by qualifications and possible interview for the assignment of one post-degree fellowship of the duration of eighteen months entitled: **“Development, Implementation and Testing of Gaia DPAC operational software for the production of the Gaia Total Galactic Extinction Map”** (Directorial Decree n. 26/2020 dated 24 February 2020) at INAF – Osservatorio Astrofisico di Torino.

According to the art. 46 of the President’s Decree, dated 28 December 2000, n. 445 and subsequent modifications and additions, and aware of the criminal liability provided by art. 76 of the same decree, for the assumptions of false acts and declarations therein, declares:

- a) her/his nationality is: .....
- b) to enjoy civil and political rights of the State of which she/he holds citizenship;
- c) to have fulfilled required military service or to be exempt from military service;
- d) not to have been in the past or not to be at present under any penal sentence (otherwise, please specify) .....
- e) to hold the following educational qualifications (University, date, final score): .....
- f) to have working knowledge of spoken and written English;
- g) to have benefited of the following research grants and/or fellowships and/or fixed-term contracts in the past (please indicate the duration and Institution): .....
- h) to be presently holding the following research grant or fellowship or fixed-term contracts (please specify term and Institution): .....

The following documents are attached:

- 1. self-certification that the candidate holds the degree required;
- 2. any documents or publications which might be useful for qualifying the scientific curriculum as required in the art. 3 of this call (in paper copy or in CDROM conforming to the original);
- 3. curriculum vitae et studiorum, bearing date and signature, in which are also listed:





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- past fellowship and/or research grants, specifying the period,
  - experiences useful as “preferred qualifications” as required in the art. 3 of this call;
4. list of publications and qualifications submitted;
  5. declaration according to the template of Attachment 2.

The undersigned wishes to receive communications concerning the selection at the following postal address (number/street/town/postal code/State) and specifying, if possible, phone, fax and email contacts :

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

The undersigned authorizes the Administrative Office of the INAF – Osservatorio Astrofisico di Torino to use and store her/his personal data only for the purpose of the present selection.

Place and date (dd/mm/yy) .....

Applicant’s signature (*not to be authenticated*)

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**Attachment 2: self-certification model**

**REPLACEMENT DECLARATION OF CERTIFICATION AND AFFIDAVIT**

(Art. 19 – 38 – 46 – 47, President’s Decree, 28 December 2000, n. 445)

The undersigned (Forename(s)) ..... (Surname) .....

Place of birth (Town/State)..... Date of birth (dd/mm/yy) .....

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

as candidate to the selection for one post-degree fellowship announced by INAF – Osservatorio Astrofisico di Torino with Directorial Decree n. 26/2020 dated 24 February 2020, aware of the penalties provided in case of false statements by the Penal Code and other laws and the loss of benefits achieved (art. 75 and 76 of President’s Decree 445/2000), under his personal responsibility,

**DECLARES and SELF-CERTIFIES**

- 1) that the curriculum attached to the application corresponds to truth;
- 2) that copies of titles, documents and publications submitted conform to the original;
- 3) to hold the following degree in .....
  - Date of award: (dd/mm/yy).....
  - Awarding University: .....
  - Final score: .....
- 3) to hold the following qualifications:
  - Fellowships and research contracts/grants at private and/or public institutions:
  - Other: .....

Place and date (dd/mm/yy).....

Applicant’s signature (*not to be authenticated*)

**Note. A photocopy, not authenticated, of a valid identity document of the applicant must be attached to the application.**