



Prot.203/14

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**EXPIRY DATE 23.04.2014**

**SELECTION PROCEDURE N. 11/2014 FOR 1 TEMPORARY RESEARCH  
ASSOCIATE POSITION ("Assegno di Ricerca") Cat. B type I**

**THE DIRECTOR**

Having regard to Law n. 168, dated 30th December 2010;  
Having regard to art. 22 of Law n. 240, dated 30th December 2010;  
Having regard to the University Statute;  
Having regard to the regulations for assigning temporary research associate positions ("assegni di ricerca") laid down in D.R. n. 896, dated 28th March 2011 modified and integrated with D.R. n. 4246 dated 05.12.2011;  
Having regard to D.M. n.102 dated 09.03.2011 fixing the amount 19.367,00, excluding the costs to be paid by the Administration, as annual minimum gross salary for temporary research associate positions ("assegni di ricerca"), granted according to the Law 240/2010;  
Having regard to the decrees of the Academic Senate and of Board of Directors of 12.04.2011 and of 19.04.2011, respectively;  
Having regard to the resolution of the Department Council, dated 05.03.2014 which approved the publication of a selection procedure for a temporary research associate position - cat. B type I Scientific Sector BIO/03- Having regard to the availability of funds granted by Responsible Scientist: Prof. Carlo Blasi

**ANNOUNCES**

**Art. 1 - Research Project**

There will be a public selection procedure based on qualifications and an interview for the assignment of 1 temporary research associate position ("assegno di ricerca") in the Department of Environmental Biology – Sapienza - University of Rome, for research activity Category B – Type I for a period of 1 year renewable.

Research Project: "Nomenclatural and taxonomic investigation of the botanical heritage of the Botanical Garden of Rome" - Scientific Sector: BIO/03 to be performed in the Department of Environmental Biology of Sapienza - University of Rome.

**Art. 2 - Duration/renewal of the temporary research associate position –  
"assegno di ricerca" and salary**

The contract will be for a period of 1 year and is renewable, as stated in art. 22, par. 3 of the 240/2010 Law. The overall period of the contract, including possible renewals, cannot in any case be longer than 4 years, according to the art. 22, par. 3 of the 240/2010, excluding periods coincident with the PhD studies, the latter for a period non exceeding the legal duration of the study program.

The gross salary, as stated by section 3.2 of Rules and Regulations, is €19.367,00 /year and will be paid in monthly installments. The payments are subject to the fiscal conditions of art. 4 of Law 476/1984 and subsequent modifications and integrations, as well as to art. 2 par. 26 and of Law 335/1995 and subsequent modifications. Regarding mandatory maternity leave, the conditions of the Ministry of Labor Decree dated 12/07/2007 – G.U. n.247 of 23/10/2007 will be applied. Sick leave will be governed by art.1, par.788 of Law 296/2006 and successive modifications.

The Department guarantees equal rights and opportunities for men and women for the contracts and the protection of personal data privacy according to current legislation.

### **Art. 3 - General Requirements**

Eligible candidates must have a CV demonstrating the suitability of the applicant to perform the requested activity, excluding those listed in art. 22 comma 1, of the Law 240/2010.

PhD degree or equivalent qualifications obtained abroad together with scientific production will be considered preferential.

Non-Italian citizens from EU countries must hold a qualification recognized as equivalent on the basis of international agreements, or as described by art. 332 of the “Testo Unico” dated 31/8/1993, n. 1592. This equivalence should be demonstrated by suitable certification issued by the competent authorities.

*Alternatively* qualifications obtained abroad that are not considered equivalent, according to the current legislation, will be evaluated by the selection committee only for the aims of this selection and should be translated, legally certified and have a declaration of value issued by the appropriate Italian diplomatic Authorities and attached to the application, also as photocopies.

Candidates should have these requisites before the deadline for the submission of the applications.

### **Art.4 –Applications and deadlines**

Applications, on plain paper, should follow the structure of **Appendix A**, be signed by the applicant, and sent by email to: [bandiselezione-dba@uniroma1.it](mailto:bandiselezione-dba@uniroma1.it) within the deadline of **30** days starting from the day after publication of this notice following the guidelines given in this document.

Candidates must indicate an e-mail address to which all communications, including the invitation to the interview, will be sent. Any change of the address should be immediately communicated to the Department Of Environmental Biology.

If the deadline is on a holyday, it is automatically moved to the next working day.

The Administration will not take any responsibility if the candidate is not reachable or for late or lost mail due to changes of email address, late or wrong communication of the email address by the candidate.

Applicants must state, under their own responsibility and liability, the following facts. Failure to do so will result in exclusion from the selection procedure.

- surname and name;
- date and place of birth;
- residence;
- citizenship;
- possession of political rights;
- a declaration that the candidate does not have any criminal record nor is currently under any criminal prosecution; should there be a criminal record or prosecution, the candidate must report it, together with the date of any sentence passed and the legal authority that passed it;

- Master degree with grades, as well as the date and the University that granted the degree;
- equivalence of the titles, if obtained abroad /declaration of value of qualifications if not considered equivalent;
- to have a scientific and professional curriculum vitae dated and duly signed;
- Not to be a relative of any Professor of the Department of Environmental Biology (up to 4th degree included) or of the Rector, General Director, or any member of the Administrative Council of the University.

The application should include, if this is the case, a declaration of the enrolment in a PhD school without grant and/or of any activity performed as “assegnista di ricerca” (**Attachment B**), a photocopy of an identification document and everything listed in art. 5 of this document.

### **Art. 5 - Qualifications and CV**

In the application, candidates must include the following items in PDF format:

- certificate of their Master degree with the final grade and with the grades of the individual exams;
- eventually PhD degree certificate or, for the relevant sectors, the specialization diploma or equivalent title even if obtained abroad.
- documents and qualifications deemed useful for the selection procedure;
- (diplomas of specialization, certificates of attendance to post-graduate, advanced courses in Italy or abroad, grants or research assignments both in Italy and abroad);
- curriculum of their scientific and professional activity dated and duly signed;
- eventually scientific publications.

It is possible to include in the application, in place of the original qualifications listed above, an authenticated copy of the same or a copy declared to be in conformity with the original by a declaration, in substitution of a notarized act, according to art. 46 and 47 of D.P.R. n. 445, dated 28/12/2000.

With reference to the publications considered relevant for this selection procedure, candidates must include a declaration, in substitution of a notarized act, certifying that the copies are in conformity with the originals, according to art.47 del D.P.R. n. 445, dated 28/12/2000.

Titles/qualifications written in a foreign language must be presented with a translation in Italian that must be certified by the competent Authority as being in conformity with the original text. No such certified translation is required for titles/qualifications written in English.

Foreign citizens resident in Italy can self-certify the above as far as situations, facts, or personal qualities that can be certified or supported by public officials or private Italian citizens are concerned (art. 3 DPR 445/2000).

Foreign citizens who are not resident in Italy cannot use self-certification in any way. Within 3 months from the conclusion of the selection procedure, the candidates must take action to collect the originals/copies of the qualifications and publications presented (at their own expenses). After this deadline, the Department of Environmental Biology will not be responsible of storing these documents.

### **Art. 6 – Selection procedure**

The Committee will decide how to assign the scores in percent; the scoring system adds up to 100/100, and will take into account, appropriately weighted:

- PhD degree (if you have);
- the Master degree grade;
- scientific publications;
- diplomas of specialization and certificates of attendance at post-graduate courses
- according to their relevance to the research to be carried out;

- other activities carried out under contract, study grants or posts within National or
- International Research Agencies; the dates and periods of service must be certified in
- detail as well as the activity conducted.
- interview.

The results of the assessment of the qualifications will be made known to the candidates prior to the interview. They will be posted on the notice-board and on the website of the Department of Environmental Biology.

#### **Art. 7 – Interview**

The selection procedure includes an interview that will focus on the program indicated in art.1 of this call and on:

- taxonomic and nomenclatural validation of the specimens in the collections of the Botanical Garden of Rome with reference to international knowledge;
- consistency check of the historical collections of the Botanical Garden of Rome and taxonomic and nomenclatural adjustments;
- collection management and expansion criteria of the Botanical Garden of Rome;
- CITES and collections of the Botanical Garden of Rome;
- english language test.

Notification of the interview will be given to individual candidates using the e-mail address provided in the application or by registered post at least 20 days before the interview, unless written withdrawal from the selection is given by candidates.

This notice is equivalent to notification in all respects regarding the candidates and therefore will not be given again in any other communication.

For the interview, candidates need to show a valid Identification document. During the interview, the Committee will verify the ability of the candidate to deal with the subject of the project. The interview is public. At the end of each step of the selection process, the Committee will make the results public.

#### **Art. 8 – Committee**

The examining Committee will be nominated by the Director of the Department of Environmental Biology, following the recommendations of the Council of the Department. It will consist of three members: a full Professor, who will act as President and two members selected from the “Sapienza” Professors or Researchers (also fixed terms) or Researchers from Research Institutes having an official agreement with the Sapienza University.

One of these will act as the Secretary of the committee. The decision of the committee is final.

#### **Art. 9 – Procedure results**

The Committee, in the first meeting, will establish the criteria to be used for the evaluation and scoring of the qualifications and of the interview, formally ratifying them in a report.

The final marks are obtained by summing the scores of the qualifications and of the interview. The ranking will list the final marks for each candidate in decreasing order.

The Director of the Department approves the results established by the Commission. The results will be publicized on the web sites of the Department of Environmental Biology and of the University and notifies the candidates. If she or he will not accept the position or will resign, the position will be offered to the next ranked candidates.

Candidates who will not declare their acceptance of the contract or who will not start their activity within the established deadline will be disqualified. Requests of delaying the beginning of the contract will only be accepted when due to certified health problems, obligatory maternity leave or by proven force majeure.

#### **Art. 10 - The Temporary Research Associate Contract – “Assegno di Ricerca”**

The temporary research associate position – “assegno di ricerca” will take the form of a temporary contract drawn up under civil law. This temporary, fixed-term contract does not, in any way, represents a permanent contract of dependent work and does not give any right to permanent positions within the University.

According to articles 46 and 47 of D.P.R. n. 445 dated 28/12/2000, the winning candidate must produce, within 30 days of being notified of the granted “assegno di ricerca”, a declaration on plain paper, stating:

- a) date and place of birth;
- b) citizenship;
- c) possession of political rights in his/her country;
- d) freedom from any criminal convictions or current criminal proceedings.

Regarding points b) and c), the declaration must indicate that the candidate had the requisites already at the date of the application deadline for the selection process.

The winning candidate will be required to make a substitutive declaration of a notarized act stating the authenticity of the qualifications presented. In the absence of this substitutive declaration of a notarized act, the winning candidate must present the originals or provide the necessary stamp duty to render the documents acceptable, according to Law n. 370, dated 23/8/1998.

The Administration reserves the right to verify the truth and authenticity of the produced declarations; in case of false declarations, the proceedings laid down in art. 75 and 76 of D.P.R. n. 445, dated 28/12/2000.

On the day of enrolment, the Director of the Department will communicate to the grantee the Scientist Principal Investigator.

The grantee must also comply with the requirements described in the University Regulations issued with D.R. n. 896 on 28/3/2011 for awarding temporary research associate positions – “assegni di ricerca”, a copy of which will be provided.

#### **Art. 11 – Rights and duties**

Grantees must carry out their research activity within the research programs approved by the Department to which they belong; their duties should be related to research and not be limited to technical support. Grantees can collaborate to research activities of students who are working on their Master thesis; can participate to seminars and practices for students and be part of exam committees as experts.

To perform their research activities, grantees can take advantage of the instrumentations of the Department where they work and of all the services available to researchers according to the current legislature and to the Department rules.

If explicitly authorized by the Scientific Principal Investigator to travel, the grantee will be reimbursed expenses according to the current legislature.

Grantees are required to provide the Department where they work with a written yearly report of their research activity, together with a written evaluation of their activities by the Scientific Principal Investigator.

The research activity can be partially performed in a different University of Research Institution in Italy or abroad, provided this is coherent with the program and objectives of the assigned

research activities; the period abroad must be explicitly authorized by the Department in advance following a motivated request by the Scientific Principal Investigator.

### **Art.12 – Incompatibility**

The temporary research associate position “assegno di ricerca” cannot be combined with other grants or fellowships intended for similar purposes, with the exception of those assigned by national or foreign institutes to integrate, during stages abroad, the research activity of the selected candidate.

Grantees cannot enroll in Degree Courses, Master degrees, PhD or specialization schools with fellowships, in Italy or abroad, University post-graduate Masters.

The temporary research associate position “assegno di ricerca” can be granted to Public employees, if they are on unpaid leave during the period of the contract.

The temporary research associate position “assegno di ricerca” is personal. The selected candidates can conduct free-lance work, provided that written notice is given to the Department in advance and that the activity is recognized by the Department as compatible with the funded research activity; that there is no conflict of interest with the specific research carried out by the selected candidate for the University; that the University reputation is safeguarded at all times.

The Responsible Scientist and the selected candidate must declare that they do not have a professional relationship.

Provided that the funded research activity is guaranteed, and in agreement with the Department, the grantees can take part in research and consultancy work for third parties on behalf of the Sapienza University according to art. 66 of D.P.R. 382/80, and can be entitled to related gains according to the regulations governing such work.

Grantees who want to work or continuing working in unpaid activities in voluntary associations or non-profit cooperatives or cultural Institutions can do so, provided that they comply with all their research duties.

The activity is suspended in cases of obligatory leave for maternity, parental leave and illness and it can be extended, according to the current legislation. Authorized leave periods shorter than 30 days in a year are not considered suspensions.

### **Art. 13 Contract resolution**

A procedure for resolution of the contract of a grantee is started when, after having started his activity, does not continue it regularly and without interruptions for the whole period without justified motivation, or who will be responsible of severe failures or defaults. The procedure is initiated following the request of the Scientific Principal Investigator and approved by the Department Council.

Causes for resolution of a contract are:

- Failure to start the activities or unjustified delay in starting the;
- Unjustified suspension of the activity for a period that jeopardizes the research program;
- Violation of the incompatibility rules as stated in art. 6 if repeated after a first warning
- Negative evaluation of the Department Council or of the Administrative and managerial body of the same Department.

#### **Art. 14 - Making the selection procedure public**

This selection procedure will be made public by posting it on the notice board of the Department of Environmental Biology as well as on the Department website:

[http://sweb01.dbv.uniroma1.it/arch\\_docs/bandi.php](http://sweb01.dbv.uniroma1.it/arch_docs/bandi.php) di concorso, and on the websites of the University:

<http://www2.uniroma1.it/organizzazione/amministrazione/ripartizionepersonale/concorsi/assegn> i, MIUR: <https://ateneo.cineca.it/bandi> and the European Union: <http://ec.europa.eu/euraxess>.

What is not explicitly stated in this notification, is regulated by current laws.

Rome, March 21th 2014

THE DIRECTOR  
Prof. Corrado Fanelli

**APPENDIX A**

**EXAMPLE OF THE APPLICATION TO BE SENT ON PLAIN PAPER BY E-MAIL**

To the Director of the

Department of Environmental Biology

Sapienza – Università di Roma

Piazzale Aldo Moro 5

00185 ROMA

MAIL: [bandiselezione-dba@uniroma1.it](mailto:bandiselezione-dba@uniroma1.it)

I, the undersigned ....., born

in ..... state ..... on ....., resident

in ..... Street ..... ZIP code

.....

asks to take part in the selection procedure, via qualifications and interview, for the temporary research

associate position – “Assegno di Ricerca” (n. 1), Research Project

.....

.....

Scientific Sector .....in the Department of Environmental Biology, Sapienza, University of Rome. Selection Procedure n..... /2011

To this end, according to articles 46 and 47 of D.P.R. n. 445, dated 28/12/2000, and being fully aware that

false declarations are punished under Criminal Law and by specific laws, I declare that I:

1) graduated in (Master degree) ..... (Univ.) .....

2) (*eventually*) hold a PhD degree in .....

(Univ.).....

or, for the appropriate sectors, to have a medical specialization Diploma and of an adequate scientific productivity, or to be a researcher with extensive experience also because has held the following previous faculty positions in Universities, research bodies, Applied research Institutions, public or private, abroad or, for non permanent positions, in Italy

.....;

3) am a citizen of .....

4) have no criminal convictions and am not involved in current criminal proceedings; OR have a criminal conviction for .....from ..... date

..... OR being involved in current criminal proceedings .....

5) am not the recipient any other fellowship of any sort or that I am prepared to renounce to such grant should I be selected in this procedure; am not enrolled in any degree course, Mater course, PhD school or specialization school with a fellowship in Italy or abroad, in University post-graduate Masters;

6 ) am not a member of staff of bodies listed in art.. 22, comma 1, of Law 240/2010;

7) not to be a relative of any Professor of the Department Of Environmental Biology (up to 4th degree included) or of the Rector, General Director, or any member of the Administrative Council of the University.

8) want to receive notifications regarding this selection procedure at the following e-mail address .....

9) to waive the right to a twenty-day notice before the actual day of the interview.

According to the Law n. 104, dated 5/2/1992 disabled candidates should make a specific request if assistance is needed to take part in the interview.

I, the undersigned, include in this application (in PDF format):

1) copy of a valid identification document

2) declaration of the enrolment in a PhD program without fellowship and/or activity as “assegnista di ricerca”, when this is the case;

3) certificate of my Master degree with the grades of each exam;



- 4) (eventually) certificate of my PhD degree or equivalent or, when applicable, of a medical specialization with documented scientific production;
- 5) list of all the documents and scientific qualifications I consider useful for this selection;
- 6) CV of my scientific and professional activity dated and signed;
- 7) Scientific publications.

In addition, I consent that my personal information can be handled, for the purposes for this procedure according to D.Lgs. n. 196/2003,

Date ..... Signed.....

(Not requiring authenticity certificate, art. 39 of the D.P.R. 28.21.2000 no. 445)

APPENDIX B

SUBSTITUTIVE DECLARATION OF CERTIFICATION

(ART. 46 D.P.R. n. 445, DATED 28/12/2000)

I, the undersigned ..... born on ..... in  
..... (state) ..... tax code identification, fully aware  
of the penal sanctions in the case of false declarations and false documents, art. 76 D.P.R. n 445, dated  
28/12/2000 and according to art. 22 of Law 240/2010

**DECLARE**

☉ to be enrolled in the ..... Phd program without fellowship from .....to.....  
(total months/years) by .....

☉ to have received temporary research associate positions "assegni di ricerca" according to the law  
240/2010:

from ..... to ..... (total months/years .....)

by .....

from ..... to ..... (total months/years .....)

by .....

from ..... to ..... (total months/years .....)

by .....

☉ I have never received research temporary research associate positions "assegni di ricerca" according to  
the law 240/2010;

☉ to have been Research Assistant ( fixed term) according to art. 24 of the Law 240/2010:

from ..... to ..... (total months/years .....)

by .....

from ..... to ..... (total months/years .....)

by .....

☉ to have never been Research Assistant (fixed term) according to art. 24 of the Law 240/2010

Indicate leave of absence periods for maternity leave or illness according to the current legislature:

.....

In addition, I declare to be informed, according to D. Lgs. n. 196/2003, that my personal information will be  
handled, also via electronic storage and transfer, exclusively for the purposes for which this declaration has  
been made.

Place and date ..... (SIGNATURE)

.....