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UNIVERSITÀ
DEGLI STUDI
DI PADOVA

**DIPARTIMENTO DI
SCIENZE STORICHE GEOGRAFICHE E DELL'ANTICHITA' – DiSSGeA**

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**CALL FOR APPLICATIONS NO. 2021LA18 DISSGEA - COMPARATIVE PROCEDURE FOR GRANTING
AN OCCASIONAL SELF-EMPLOYMENT ASSIGNMENT IN SUPPORT OF RESEARCH ACTIVITIES AT
THE DEPARTMENT OF HISTORICAL AND GEOGRAPHIC SCIENCES AND THE ANCIENT WORLD**

THE UNIVERSITY OF PADOVA

GIVEN THAT the, in the framework of 2017 PRIN project “Books in motion. Circulation and Construction of Knowledge between Italy and Europe in the Early Modern Period”, a collaborator is needed to carry out a self-employment assignment in support of research activities;

HAVING REGARD TO Art. 7, paragraphs 6 and 6a of Decree Law no. 165 dated 30th March 2001 and subsequent amendments;

HAVING REGARD TO Presidential Decree no. 62 dated 16th April 2013 “Regulations governing code of conduct for civil servants, in accordance with Art. 54 of Decree Law no. 165 dated 30th March 2001”, which has extended, where relevant, the obligations under the code of conduct for collaborators and consultants with any type of contract or role;

HAVING REGARD TO Regulations governing the assignment of individual appointments to subjects external to the University, issued with Decree Law no. 1431 dated 1st March 2019, protocol no. 182470 dated 29th April 2019;

HAVING REGARD TO the authorisation from the **Historical and Geographic Sciences and the Ancient World Departmental Board dated 10th December 2021**;

Considering the need to initiate a comparative procedure on CVs intended to verify the existence of no. 1 expert within the University to be entrusted with activities in support of research, that are to be carried out for a two-month period with a 130-hour quantified commitment;

Considering the need, if no such expert is found within the University, to find no. 1 subject external to the University, through a comparative procedure on CVs, to be entrusted with a self-employment collaboration assignment in support of research activities, for a two-month period for an overall cost worth € 3.562,00, gross of University withholdings;

Considering the adequacy of remuneration to pay, if no such expert is found within the University, to the external expert, according to the value obtained by the Administration;

Considering that the maximum overall economic commitment, including fees charged to the University, is worth € 3.562,00 and is to be covered by the aforementioned fund;

Ensuring the compliance of the assignment with the competences of the University and the purposes of the Administration;

Ensuring the extraordinary and temporal nature of the assignment to be granted with an occasional self-employment contract;

Having regard to Art. 1, paragraph 303, lett. a) of Law no. 232 dated 11th December 2016, under which, starting in 2017 acts and contracts signed by state universities referred to in Art. 7, paragraph 6, of Decree Law no. 165 dated 30th March 2001, shall not be subject to prior checking by the Court of Auditors;

HEREBY ANNOUNCES

a call for applications for **a comparative procedure on CVs** intended to verify the existence of no. 1 expert within the University to be entrusted with activities in support of research and, if no such expert is found within the University, regulate the identification of a subject external to the University, through the comparison of each CV with the required professional profile, **to sign a contract for an occasional self-employment assignment.**

ACTIVITIES

The subject will carry out the following activities:

Support to the implementation of an inventory of editions of books written by Italian authors or published in typographic centres of today's Italy, between the 16th and 18th centuries, today stored in Halle (Saale)'s Marienbibliothek

Activities are to be carried out on behalf of prof. Paola Molino; the assignment will require a maximum period of **2 months**.

For the purpose of the internal recruitment procedure, the activities will require a **130-hour** quantified commitment.

REQUIREMENTS:

1) Candidates are expected to have acquired the following **skills, knowledge and competences**:

- Thorough knowledge of the German book world in the Modern Age and of the material dimension of books printed in Germany in the 16th and 17th centuries, with a focus on Halle;

2) By the deadline for application submission, candidates must comply with the following **requirements**:

- qualification: **degree in History or equivalent Master's Degree; PhD in Modern History (with a focus on books history)**. The equivalence with Italian qualification shall be established, for the purpose of the procedure, by the Commission of the comparative procedure.
- It is essential to know 16th-17th century German
- no criminal record affecting the ability to sign a contract with the public administration.

The result of the comparative procedure will be published on the website of the Department of Historical and Geographic Sciences and the Ancient World www.dissgea.unipd.it ("News ed Eventi" – "Bandi"); the present call for applications will include the name of the successful applicant by **28/02/2022**, whether they are experts within or external to the University.

Hereafter are the requirements, procedures and deadlines for the application and the comparative procedure A) for the University's employees and, if no such expert is found within the University, B) for external subjects.

A) FOR UNIVERSITY EMPLOYEES WHO WISH TO APPLY

Application submission. Deadline and procedure.

Technical-administrative staff hired full-time on permanent contracts who match the required professional profile and wish to carry out research support activities for **2 months** in a different facility can apply, in compliance with Art. 52 of Decree Law no. 165 dated 30th March 2001.

The application must be drafted on plain paper and accompanied by the CV, a photocopy of a valid ID document and the authorisation from the Head of the facility.

International applicants can submit their application via email, sending the filled in application form accompanied by their CV and a photocopy of a valid ID document to research.dissgea@unipd.it, with the following email subject: “DiSSGeA 2021LA18 – prof. Paola Molino”

The application form is available at this link <http://www.dissgea.unipd.it> - *Calls and Opportunities*

All applications received after the deadline will be rejected.

Applications will be evaluated by the Responsible of the *Department of Historical and Geographic Sciences and the Ancient World* who will **assess CVs** in compliance with Art. 52 of Decree Law no. 165 dated 30th March 2001.

B) FOR EXTERNAL SUBJECTS, IF NO SUCH EXPERT IS FOUND WITHIN THE UNIVERSITY, TO SIGN A CONTRACT FOR AN OCCASIONAL SELF-EMPLOYMENT ASSIGNMENT

Application submission. Deadline and procedure.

The application must be drafted on plain paper and accompanied by the CV (that must comply with the current European format), a photocopy of a valid ID document and a passport photo. The application shall be sent to the Department of Historical and Geographic Sciences and the Ancient World of the University of Padova **by 24/01/2022 at 13.00**

International applicants can submit their application via email, sending the filled in application form accompanied by their CV and a photocopy of a valid ID document to research.dissgea@unipd.it, with the following email subject: “DiSSGeA 2021LA18 – prof. Paola Molino”

Selection Board

The Selection Board, consisting of three members who are experts in the subject of the assignment, will be appointed with a Decree by the Head of the Department of Historical and Geographic Sciences and the Ancient World.

CV

The assessment of CVs will be conducted based on the application and CV sent by the applicants.

Outcome of the evaluation

The evaluation does not serve as judgement of suitability and under no circumstances does it lead to the formation of a ranking. When the comparative procedure is over, the Selection Board will draw up a reasoned report on the outcome of the evaluation and the appointment of the external subject.

When the comparative procedure is over, the Head of the facility will certify its regularity and confer the appointment.

Form of contract and expected compensation

When the procedure is over, the appointed external subject will sign a **contract for an occasional self-employment assignment for 2 months**. Before signing the contract, the appointed subject has to provide all data required for tax and welfare purposes and pension schemes, within the maximum annual limit of remuneration and emoluments funded by public finance, complying with Art. 15 of Decree Law no. 33 dated 14th March 2013.

The external contractor must provide the aforementioned data by the deadline imposed by the Administration; when the deadline expires, the Administration reserves the right not to enter into a contract with the external subject.

The contract will not be signed if the external subject is in a position of incapacity to contract with Public Administration in compliance with:

1. Art. 25, paragraph 1 of Law no. 724, dated 23rd December 1994, under which “the personnel of administrations referred to in Art. 1, paragraph 2, of Decree Law no. 29 dated 3rd February 1993, that voluntarily terminates the service despite not complying with the requirement for retirement applicable under the relative legal system, yet complying with the contribution-based requirement for early retirement applicable under the relative legal system, shall not be conferred with consultancy, collaboration, study or research assignments by administration they used to work at or administrations they had employment relationships during the five years preceding the termination of service”;
2. (*in case of study and consultation assignments*) Art. 6 of Decree Law no. 90 dated 24th June 2014, which amended Art. 5, paragraph 9 of Decree Law no. 95 dated 6th July 2012, converted with amendments by Law no. 135 dated 7th August 2012, forbidding public administrations referred to in Art. 1, paragraph 2 of Decree Law no. 165 dated 30th March 2001 “from conferring consultancy and study assignments to retired private and public employees”.

The contract will not be signed if the external subject has a degree of kinship or affinity up to the fourth degree, with a Professor working within the Department or the host facility, or the Chancellor, General Director or a member of the University’s Board of Directors.

If the contractor is employed by another public administration subject to the authorization rules laid down in Art. 53 of Decree Law no. 165 dated 30th March 2001, they will have to submit the authorization signed by the administration they work at before signing the contract.

Overall compensation for the assignment is € 2.700,00. Tax deductions will be applied to compensation together with, if applicable, social security deduction.

Due compensation will be granted once the assignment is finalized within 30 days of the end of the month given receipt of the invoice/”nota di prestazione” after the Principal Investigator has confirmed the assignment has been regularly carried out.

Once the assignment is finalized, the contractor shall submit a report or results record on the activity which has been carried out.

The University can decide not to confer the assignment whereas it is deemed no longer necessary, convenient or possible.

Complying with the existing law, information related to the assignment will be published on the University's website (name and surname of the contractor, details of the appointment decree, purpose of the assignment, duration, compensation, information related to carrying out assignments or ownership of charges in private-law entities governed or financed by public administration or performing work duties) together with *the contractor's CV*.

Processing of personal data

Candidates' personal data shall be processed, in paper or electronic formats, for the sole purpose of the present procedure and the associated acts that will follow this notice, in compliance with the existing law.

Communications

The present notice will be published on the Official Register of the University (<http://protocollo.unipd.it/albo/viewer>) and on the *University/facility* website (http://www.unipd.it/procedure-comparative/link_al_sito_della_struttura).

Despite not being provided for by the present notice, if applicable, regulations on conferring assignments to external subjects, the Rules on conferring individual assignments to subjects external to the University and the related circular letters are enforceable and available on the University website (<http://www.unipd.it/concorsi-selezioni-incarichi>).

Head of the Department of Historical and
Geographic Sciences and the Ancient World
Prof. Gianluigi Baldo

