



**DD 22/2021**

**Anno 2021**

*Selection procedure based on qualification and interview for the awarding of one research fellowship (“Assegno di Ricerca”) entitled “Arcetri Fellowship 2021”.*

**THE DIRECTOR OF INAF-OSSERVATORIO ASTROFISICO DI ARCETRI**

- Having seen** the Statute of the Istituto Nazionale di Astrofisica (INAF in short), adopted by INAF Administrative Council on May 25 2018, and entered into force on September 24 2018;
- in accordance with** Italian Law n. 240 dated 30 December 2010, Article 22;
- having seen** the INAF Regulations for the awarding of research fellowships, approved by INAF Administrative Council on June 22 2011, Resolution n. 6/11 and subsequent modifications and integrations;
- having seen** the guidelines for the awarding of research fellowships approved by INAF Administrative Council on January 29 2019;
- having seen** in particular, the part which determines that research fellowships can be financed either through ordinary funding or through external funding to carry out scientific or technological research activity, falling under INAF institutional activities as mentioned in art. 2 of the Statute;
- having seen** in particular, the section defining postdoctoral fellowships as opportunities offered to early career researchers interested in continuing their training within INAF, carrying out scientific or technological activities;
- having seen** in particular, the section which specifies that postdoctoral fellowships are dedicated to the realization of specific projects and cannot be used in order to cover INAF needs in terms of staff;
- having seen** the note of INAF Scientific Directorate prot. n. 673/2018;
- having seen** the note of INAF Scientific Directorate prot. n. 1118/III/3 issued on February 1 2019, related to the implementation of the above-mentioned guidelines for the recruiting of non permanent staff, stating that calls and announcements are managed in autonomy by each INAF Institute;
- having seen** the recent provisions issued by the Italian Government related to the current COVID-19 pandemic;



- having seen** the resolution n. 54/2020, issued by the INAF Administrative Council on June 5 2020, concerning the adoption of “Guidelines for the rationalization of the procedures for recruiting fixed-term staff and the awarding of fellowships (Assegni di Ricerca)”;
- considering** it appropriate to issue a call for the award of a research fellowship, and that, according to the “Programma Nazionale di Assegni di Ricerca” provided by INAF, the present announcement is issued to offer the opportunity to carry out research activity to candidates who deem it profitable for their own career development;
- given** the availability of funds from Ob.Fu. 1.05.01, 1.05.90.01

## DECREES

### Art. 1 – Research Fellowship

A selection based on qualifications, integrated by an interview, is open to award one research fellowship (“Assegno di Ricerca”) of type B “Postdoctoral Fellow”.

The fellow is expected to pursue an independent research program related to one (or more in case of interdisciplinary projects) of the following areas of active research at INAF-Arcetri:

- 1) Galaxies and cosmology: galaxy properties and evolution, AGN, galaxy clusters
- 2) Our Galaxy: stellar populations, star and planet formation, astrochemistry, exoplanets
- 3) Planetary science, astrobiology and laboratory astrophysics
- 4) High Energy and particle astrophysics
- 5) Advanced Technology and instrumentation

Information on scientific activities carried out at INAF-Osservatorio Astrofisico di Arcetri can be found at the following link: <https://www.arcetri.inaf.it/en/> under “Research”.

The position is based at INAF-Osservatorio Astrofisico di Arcetri (Firenze – ITALY).

Moreover, the present call aims at:

- offering an opportunity of professional growth to early career researchers holding a PhD, a fellowship (Assegno di Ricerca) or a fixed-term employment relationship, and interested in engaging with the national and international research context. Our fellowship program encourages mobility, and/or recruiting of specific expertise within fixed-term projects and/or activities;
- The fellowship will cover research needs beyond to those addressed by permanent staff. The award of this fellowship, therefore, does not put INAF under any obligation to subsequently hire the fellowship holder as tenured staff member.



### Art. 2 – Requirements

In order to participate in the selection, **applicants must possess, under penalty of exclusion**, by the deadline for application of the present position:

- PhD degree in Astronomy or in Physics or in Chemistry or in Engineering, awarded by an Italian university or by a foreign university.

Recent obtainment of the PhD, as well as other training activities, documented scientific activity, publications in scientific or technological fields, and a good knowledge of software development and implementation, will be favourably evaluated by the Selection Committee.

Good knowledge of the English language is also required.

### Art. 3 – Duration of the Research fellowship

The Research fellowship starting date will be agreed with the Director and should preferably be before **October 1<sup>st</sup>, 2021**. The fellowship has a duration of **two years** and may be renewable for an additional year, based on performance and availability of funds. The starting date may be delayed if requested by the completion of administrative procedures, and/or for the cases mentioned in the art. 10 of this call, or due to the current COVID 19 pandemic. In any case the starting date cannot be later than December 31 2021.

### Art. 4 – Application procedure

Applications must be submitted in English by:

- Ordinary email or Posta Elettronica Certificata (PEC) to the following address: [inafoarcetri@pcert.postecert.it](mailto:inafoarcetri@pcert.postecert.it)  
The PEC or email account must be compulsory registered to applicant's name, on penalty of exclusion from the present call.

Applications must arrive no later than **March 22<sup>nd</sup>, 2021– 1.00 p.m. (CET)**. Late applications will not be considered.

The application must report on the PEC or email subject **“Application for Postdoc position DD n. 22/2021”**.

Aware that false declarations are punishable by law and that the Administration will carry out random checks, the applicant must clearly state in the application:

- name(s) and surname, date and place of birth, nationality, place of residence and correspondence address;
- that they satisfy all the requirements described in Article 2 of this Call, in particular that they hold the required academic qualifications;
- that they are aware of any of the restrictions described in Article 5 of this Call, and are not ineligible.



For selection purposes the applicants:

- must list relevant academic qualifications in the application form (Annex 1);
- if offered the fellowship, candidates with non-Italian academic qualifications (for example, applicants residing outside Italy or Italian citizens with degrees obtained outside Italy), must produce originals or suitable copies of these qualifications. For documents in a language other than English or Italian, an English translation is required.

Applications must include the following documents:

- the application form (Annex 1), **signed and dated** by the applicant;
- Annex 2, **signed and dated** by the applicant;
- a copy of a valid identity document (for EU citizens an ID card is sufficient, otherwise a passport is required);
- a curriculum vitae, in English, **signed and dated** by the applicant, including a list, if applicable, of grants and fellowships held in the past ;
- a list of publications;
- a brief statement in English that describes current and future research plans, should the fellowship be awarded. The research statement should not exceed 3 pages (text, figures and references included) with a font size no smaller than 12pt Times New Roman (or equivalent);

Two reference letters should be sent directly by the referees to the address: [bandi.oaa@inaf.it](mailto:bandi.oaa@inaf.it) by **March 22<sup>nd</sup>, 2021– 1.00 p.m. (CET)**, reporting in the subject the indication of the related procedure: **DD 22/2021** and the **name of the candidate**.

Letters without signature or received after this deadline will not be considered.

**Applications that are not consistent with the attached forms (Annex 1 and 2) or have not been signed by the applicant will be excluded from the selection procedure.**

Applicants are admitted for selection with reservation and may – at any time – be excluded from the selection procedure for the following reasons:

- submission of the application after the deadline;
- incomplete and/or unsigned application forms;
- failure to sign the curriculum vitae;
- lack of the copy of a valid identity document;
- lack of the requirements indicated in article 2 of this Call.

Should the reasons for exclusion be ascertained after completion of the selection procedure, the applicant will lose any right deriving from participation in the selection procedure; providing any false statements or documents is also ground for immediate exclusion.

INAF cannot be held responsible for lost applications or documents, where this is due to the applicant having provided incorrect contact details, or having failed or delayed in notifying any changes to these details.



### **Art. 5 – Ineligibility and incompatibility with other funding**

The fellowship cannot be held by full professors, associate professors, research staff at Italian Universities, or employees of Italian public research institutions.

The grant is incompatible with attendance of academic courses that formally give access to a doctorate, as well as with attendance of PhD courses with fellowship.

The grant cannot be held in conjunction with other fellowships of whatever kind, with the exception of 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 other activities carried out continuously, even if performed part-time, is not allowed. Limited and occasional work as self-employed is compatible with the fellowship, only if such work is not prejudicial to the research activity carried out for INAF. Such work must be authorized in advance by the Director of INAF-Osservatorio Astrofisico di Arcetri.

Retired persons are not eligible for the Research fellowship.

Candidates who do not satisfy the provision of co.9 of article 22 of Italian Law 240/2010 are excluded from the selection.

Upon formally accepting the fellowship, the successful applicant will issue a declaration that none of the above criteria for exclusion applies.

### **Art. 6 – Host Institution**

The fellow will carry out the research at INAF-Osservatorio Astrofisico di Arcetri - Largo Enrico Fermi, 5 – 50125 Firenze (Italy).

### **Art. 7 – Salary amount**

The gross annual salary will be € 32,000. This amount does not include the burdens paid by the INAF-Osservatorio Astrofisico di Arcetri, and will be paid in monthly instalments. The corresponding net monthly salary is about € 2.350.

The fellow will be requested to have a personal accident insurance for the duration of the fellowship.

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

The selection will be performed by a Selection Committee, appointed by the Director of INAF-Osservatorio Astrofisico di Arcetri, and composed of five members; in accordance with current legislation, the composition of the committee should ensure an appropriate gender balance where possible. The selection is based on the material submitted by the applicant and will be integrated by an interview.

Each application will be awarded a score in the range of 0-100 points, subdivided as follows:

- A maximum of 60 points will be awarded based on the submitted material. The evaluation criteria will be pre-determined by the Selection Committee.
- A maximum of 40 points will be awarded for the interview.



The Selection Committee will establish a short-list of eligible applicants to be interviewed. The list will include all candidates who have been awarded at least 42 points based on the submitted material. Applicants selected for the interview will be notified at least 15 days in advance of the interview day, and will be notified of the score obtained based on the submitted material. The Selection Committee may hold interviews in person, or using a teleconferencing system. At the end of the selection procedure the Selection Committee will draw up a ranked list. The outcome of the selection procedure and the ranked list will be published on the following website: <http://www.arcetri.inaf.it>.

#### **Art. 9 – Awarding of the fellowship**

The highest ranking candidate will receive written notification of the offer of the research fellowship.

Within 10 days from receipt of the formal notification of the award she/he must provide a formal declaration of acceptance of the research grant. The declaration will also state that the applicant is not subject to any of the exclusion conditions listed in article 5 of this Call.

If the candidate does not communicate the formal acceptance of the offer before the deadline, she/he will lose her/his entitlement to the research fellowship, and the Selection Committee will notify the next highest ranked candidate.

Under no circumstances the signing of the fellowship contract starts a subordinate employment relationship or ensures any rights to transition into a permanent staff position at INAF.

#### **Art. 10 – Fellowship obligations**

The holder of the fellowship:

- will start her/his research activity at INAF-Osservatorio Astrofisico di Arcetri on the date specified in the contract, unless prevented by exceptional circumstances. In this case the Director of INAF-Osservatorio Astrofisico di Arcetri must be timely informed;
- will be assigned a suitable staff member as mentor. The mentor will monitor the fellow's progress.
- is required to send a written note in case of withdrawal, with at least 30 days notice. INAF-Osservatorio Astrofisico di Arcetri is otherwise entitled to retain, or request the reimbursement of, the salary amount corresponding to the notice time-span.

The fellow who does not carry out his/her research activity regularly without producing justified reasons, fails repeatedly to fulfill minimum requirements or, according to the evaluation of the staff mentor, demonstrates evident lack of the skills necessary for the planned research activities, may incur in the termination of her/his contract.

Temporary suspensions of the research fellowship are possible in case of compulsory maternity leave, illness lasting longer than one month, or other serious reasons. The reasons for suspending the research fellowship must be proved and certified, and promptly notified to the Director of INAF-Osservatorio Astrofisico di Arcetri.

#### **Art. 11 – Responsible for the Procedure**

The person responsible for administrative procedure associated with this Call for Applications is Dr. Serena Donati (email: [bandi.oaa@inaf.it](mailto:bandi.oaa@inaf.it)).



### Art. 12 – Applicable regulations

INAF-Osservatorio Astrofisico di Arcetri shall abide by the applicable provisions promoting equal opportunities for women and men, non-discrimination and respect of privacy in processing of personal data.

For what not explicitly mentioned in this announcement, INAF-Osservatorio Astrofisico di Arcetri shall act in compliance with the regulations in force for Italian public selection procedures, when applicable by analogy.

### Art. 13 - Personal Data processing

1. Pursuant to Article 13 of the **“Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC” (“General Data Protection Regulation”)**, the National Institute for Astrophysics, acting as data controller, hereby informs that the personal data of candidates who submit an application for participation in this selection will be processed exclusively for the purposes connected to the aforementioned procedure by persons who, under the direct authority of the controller, are authorized to process personal data.
2. The personal data shall be processed through automated means, also in case of communication to third parties.
3. The provision of such data is necessary to verify the participation requirements and failure to provide them may preclude such verification.
4. Pursuant to Articles 15-21 of the **“General Data Protection Regulation”** the data subject has the right, at all time, to require National Institute of Astrophysics (Viale del Parco Mellini, 84 - 00136 Rome - Italy), free of charge, the access to his/her personal data, the rectification and correction of his/her personal data, the erasure of his/her personal data, the limitation of his/her data processing and the opposition of his/her data processing.
5. The data subject can exercise his/her abovementioned rights by writing to the Data Protection Officer of the National Institute of Astrophysics under the following addresses:
  - Viale del Parco Mellini, 84 - 00136 Rome (registered letter);
  - [rpd@inaf.it](mailto:rpd@inaf.it) (Email);
  - [rpd-inaf@legalmail.it](mailto:rpd-inaf@legalmail.it) (Certified mail).
6. The data subject has also the right to an effective judicial remedy, pursuant to Article 79 of the GDPR, or to lodge complaints with the Garante per la protezione dei dati personali, the Italian Controller Authority, according to the provision of Article 77 of the GDPR.

Firenze, February 15<sup>th</sup>, 2021

Dr. Maria Sofia Randich



**ANNEX 1  
APPLICATION FORM**

To the attention of the Director of INAF-Osservatorio Astrofisico di Arcetri

I, THE UNDERSIGNED,

(Name(s)) ..... (Surname).....

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

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

Nationality .....

Permanent residence address (House number/Street/Town/Post Code/Country):

.....

Italian Tax Identification Number (Codice Fiscale), if available, otherwise leave blank

.....

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,

having read the Call for Applications **D.D. n. 22/2021** for the appointment of one research fellowship.

REQUEST

to apply for the above-mentioned fellowship, and to this end, aware that false declarations are punishable by law and that this Administration will carry out random checks on the accuracy of the declarations made by candidates,

DECLARE

under my own responsibility,

1. that I hold the following degrees

○ Research Doctorate (PhD) .....awarded by ..... on date .....Title of thesis .....

○ Master Degree.....awarded by ..... on date .....Title of thesis .....

.....





2. that I hold the following educational qualifications.....  
.....,  
awarded by....., Date.....;
3. that I am aware of the restrictions described in Article 5, of the Call for Applications for this research fellowship;
4. that I am aware that, under art. 22 Italian Law 240/2010, the research fellowship:
  - cannot be held in conjunction with attendance of academic courses which formally give access to a doctorate, and attendance of PhD courses with fellowship;
  - cannot be held in conjunction with other fellowships of whatever kind, except those awarded with the aim of integrating the training or research activity of the fellow through a period of research abroad;
  - does not permit aggregation of income from other working activities, also part-time, carried out continuously.
5. that I have never received a research award as per art. 22, Italian Law 240/2010;  
or  
that I have previously received a research awards as per art. 22, Italian Law 240/2010 and, in particular I have been the recipient of : (1)
  - a research fellowship entitled .....  
at (name of the institution).....,  
beginning.....ending.....total months .....
  - a research fellowship entitled .....  
at (name of the institution).....,  
beginning.....ending.....total months .....
  - a research fellowship entitled .....  
at (name of the institution).....,  
beginning.....ending.....total months .....
6. 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 (House number/Street/Town/Post Code/Country):  
.....  
.....  
PEC or Email address: .....

List of the documents attached to this form:

- Annex 2, **signed and dated** by the applicant;
- copy of a valid identity document (ID card for EU – citizens or passport for non- EU – citizens);
- curriculum vitae, **signed and dated** by the applicant providing evidence of possession of the requirements and skills required to carry out the research, including a list, if applicable, of grants and fellowships held in the past;
- research statement;
- list of publications



- (1) Indicate the number of months for which the award was used and the name of the institution granting the award. Please provide details of each award, for example, if you have had two awards of 24 months each at the same institution indicate these as two separate awards on two different lines

Date

Signature



**ANNEX 2**

**Certification and Self-Declaration in lieu of affidavit  
(Art. 19 - 46-47 the DPR 28th December 2000, n. 445)**

**DICHIARAZIONE SOSTITUTIVA DI CERTIFICAZIONE  
DICHIARAZIONE SOSTITUTIVA DI ATTO DI NOTORETÀ  
(Art. 19 – 46 – 47 del D.P.R. 28 Dicembre 2000, n. 445)**

I, THE UNDERSIGNED,

(Forename(s))..... Surname).....

Place of birth (City/State/Country) .....

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

Nationality .....

Gender .....

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

.....

Email address: .....

aware that false declarations are punishable by law and that this Administration will carry out random checks on the accuracy of the declarations made by candidates

DECLARE UNDER MY OWN RESPONSIBILITY

- THAT THE CONTENT OF THE ATTACHED “CURRICULUM VITAE” IS TRUE

- THAT THE DOCUMENTATION PRODUCED IN COPY: OF THE ORIGINAL

- .....

- .....

Date

Signature

\_\_\_\_\_

\_\_\_\_\_

*\* the photocopy of a valid identity document of the signer must be attached*