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ISTITUTO NAZIONALE DI ASTROFISICA  
NATIONAL INSTITUTE FOR ASTROPHYSICS

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*OSSERVATORIO ASTROFISICO DI CATANIA*

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**D.D. 66/14**

***Selection procedure based on qualifications and possible interview for awarding a research grant entitled: “Support to the preparation, acquisition, and processing of IBIS observations within the SOLARNET project”***

**The Director**

- ***In accordance with*** Law n. 240 dated 30 December 2010 of which art. 22 in particular;
- ***In accordance with*** Law n. 183 dated 12 November 2011 of which art. 15, paragraph 1 in particular;
- ***In accordance with*** the Provisions for the assignment of research grants approved by INAF Administrative Council on 22<sup>nd</sup> June 2011;
- ***In accordance with*** the request by prof. Francesca Zuccarello, scientific leader of the research projects: FP7 SOLARNET “High-Resolution Solar Physics Network” and EST “The Large aperture European Solar Telescope”;
- ***Ascertained*** that financial coverage of the fellowship is granted within CRA 1.05.02.90 (SOLARNET) and CRAM 1.05.02.34 (EST) of 2014 budget;

***DECREES***

**Art. 1- Research Project**

A selection based on candidates’ qualifications, possibly integrated by an interview, is opened to award a research grant of the duration of one year entitled: ***“Support to the preparation, acquisition, and processing of IBIS observations within the SOLARNET project.”***

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

- To support the SOLARNET users during the preparation of proposals for IBIS service mode observations, and then to fully develop the accepted proposals into individual observing programs.
- To provide the PIs of the accepted proposals with the observations and with extensive training in the data reduction procedures.
- To archive the IBIS observations derived from the SOLARNET service mode program.
- To conform the output of the IBIS data processing to archiving needs.
- To implement codes for the optimal reduction of the IBIS data, to be adopted for the completion of the existing data reduction pipeline;
- To implement codes and to use them to verify the calibration integrity of the IBIS data reduced with the existing pipeline, with special regard to calibration of instrumental polarization.

For further information about the position and planned activities, contact prof. Francesca Zuccarello (e-mail: [fzu@oact.inaf.it](mailto:fzu@oact.inaf.it)).

The selection is open within the framework of the EU-FP7 SOLARNET project, whose main goal is bringing together and integrating the major European research infrastructures in the field of high-resolution solar physics. Find more information at <http://www.solarnet-east.eu/>



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**Art. 2 – Requirements for participation**

Participation in the selection is open to participants holding the following mandatory minimum requirements:

- PhD degree in Physics or Astronomy issued by an Italian (or foreign) Advanced Studies Institute or University

or

- degree in Physics or Astronomy issued according to the previous Italian University regulations or degree in Physics or Astronomy either “specialistica” or “magistralis” (new Italian University regulations) or equivalent degree issued by an Italian or foreign Advanced Studies Institute or University, together with at least three years of documented experience in scientific activities.

Preferential qualification will be considered such as a significant and documented experience in:

- 1) research topics of this call;
- 2) development of codes used for the reduction and analysis of high-resolution spectro-polarimetric observations of the solar atmosphere;
- 3) standard data formats, programming languages, reduction and inversion codes utilized for high-resolution solar physics research.

A good level of knowledge of the English language is required.

**Art. 3 – Application procedure**

Applications are to be written on unstamped paper and must be consistent with the attached application form (ANNEX 1), with the addition of the date and the signature of the candidate.

Applications, to which the requested documentation must be attached, are to be addressed to the Director of INAF-Osservatorio Astrofisico di Catania, Via S. Sofia n. 78, 95123 Catania, Italy and sent **by 14 May 2014** by:

express courier or by registered letter with acknowledgement of receipt, (e-mail must be sent to [fzu@oact.inaf.it](mailto:fzu@oact.inaf.it) notifying the delivery)

On the application’s envelope applicant’s name, family name and address, and the caption: “Research grant – FP7 SOLARNET”, must be quoted.

Incomplete applications will not be considered for the selection procedure.

Applications without the applicant’s signature will be excluded from the selection procedure.

Applications which are not consistent with the attached form format, without the applicant’s signature or which will be sent after the deadline of **14 May 2014** will be excluded from the selection.

The following qualifications have to be attached to the application:

1. candidate’s curriculum vitae et studiorum (CV), including a list of grants and fellowships hold in the past, if applicable;
2. list of publications;
3. non-Italian citizens should attach copies of their University degrees inclusive of the list of exams and the degrees’ final marks, or copies of the equivalent foreign degrees;
4. a personal declaration (valid as self-certification) that:



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- the candidate holds a University degree;
- the candidate holds a PhD degree, and holds any other specialization degree or certificate of attendance to post-degree specialization courses both in Italy or abroad, and the declaration concerning any research activities which were carried out at private or public institutes either under contracts, fellowships or grants both in Italy and abroad or any working tasks that the candidate deems appropriate to submit.

The above self-certification must be consistent with the attached form format (ANNEX 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 Observatory's Administrative Office.

#### **Art. 4 – Incompatibility**

Research grants cannot be held by INAF employees holding both permanent and non permanent contracts and by regular employees of Institutes listed in article 22, paragraph 1 of Law n. 240/2010.

The grant cannot be held contemporarily with attendance at academic courses, “laurea specialistica” academic courses, and “laurea magistrale” academic courses, as well as with attendance at PhD courses with fellowship. For employees of the Italian Public Administration (Italian State) compulsory unpaid leave of absence is foreseen.

The grant cannot be held contemporarily with 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.

Aggregation of income from working activities, also part-time, carried out continuously is not allowed. Instead, limited self-employed occasional work is compatible with the grant, only if this is not in contrast with or delays the research activity carried out for INAF.

This must be authorized in advance by the Director of the Institute where most part of the research activity of the grant is carried out.

When formally accepting the grant, the successful candidate will issue a declaration of absence of inadmissible cumulating of grants/fellowships.

#### **Art. 5 – Host institution and duration of the grant**

The grant is for one year, with possible extension depending on the favorable evaluation of the scientific leader of the project and on funding availability.

In accordance with Law n. 240/2011 the duration of the grant, inclusive of possible renewal, will not exceed four years, with the exclusion of the period in which the grant is held in coincidence with attendance at a PhD course.

Host institution of the grant is INAF – Osservatorio Astrofisico di Catania, Via S. Sofia 78, 95123 Catania and INAF – Osservatorio Astronomico di Roma, via Frascati 33, 00040 Monte Porzio Catone (RM).

#### **Art. 6 – Salary amount**

The gross annual salary is 30.000(thirty thousand/00) Euros gross per year. This amount is net of burdens to be charged to INAF-Osservatorio Astrofisico di Catania and will be paid in deferred monthly installments.



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Applicable tax rules are the provisions of art. n. 4 of Italian law n. 476/1984 and subsequent modifications and integrations.

Applicable social security rules are art. n. 2, paragraph 26 and following paragraphs of the Italian law n. 335/1995 and subsequent modifications and integrations.

Applicable rules for obligatory maternity leave are provided in the Decree of the Ministry of Labour and Social Security dated 12 July 2007, published in the "Gazzetta Ufficiale" n. 247 dated 23 October 2007. Applicable rules for sick leave are provided by art. n. 1, paragraph n. 788 of Italian law n. 296 dated 27 December 2006 and subsequent modifications. During the period of obligatory maternity leave the allowance paid by INPS (Italian national institute for social security) according to art. n. 5 of the above Decree dated 12 July 2007 is supplemented by INAF up to the total amount of the grant.

The period of obligatory maternity leave will not contribute to the duration of the grant foreseen by the contract.

Insurance coverage against accidents must be personally provided by the grant holder and the insurance policy documents must be produced when formally signing the contract.

#### **Art. 7 - Selection Committee**

The selection of eligible candidates will be performed by a Selection Committee appointed by the Director of INAF-Osservatorio Astrofisico di Catania.

The Selection Committee is composed of three members from both Italian and foreign research staff, including also University staff with expertise in the research field of the position offered in this announcement, and will include the scientific leader of the project.

According to the law in force, the composition of the Selection Committee should comply with gender balance. The president of the Selection Committee is nominated in the appointment decree and is chosen between the Committee members.

#### **Art. 8 - Selection procedure**

The selection is based on qualifications possibly integrated by an interview. The total ranking score established by the Selection Committee is 100 points, of which 50/100 is the maximum score for qualifications and 50/100 is the maximum score for the interview.

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

The Selection Committee shall rank eligible applicants to be interviewed. Applicants selected for the interview will be summoned with 15 days' notice by registered letter with acknowledgement of receipt.

The approval decree of the selection procedure, with the ranking list, shall be notified by posting on the Notice Board of the Observatory and on the website of the Catania Astrophysical Observatory <http://www.oact.inaf.it/>

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

#### **Art. 9 - Grant Awarding**

Within 10 days from the receipt of the formal notification 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



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date and place established by the Observatory. 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 Catania Astrophysical Observatory.

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 draw up an insurance policy against accidents at work prior to starting his/her research activities, otherwise revocation of the grant is foreseen.

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 Observatory has appointed prof. Francesca Zuccarello as scientific leader/tutor of the grant holder. Her specific task is to supervise and coordinate the grant holder's research activity.

The grant holder is bound to issue periodical activity reports. The issuing frequency will be established in the contract. The activity reports will be subject to approval from the scientific leader and will be transmitted to the Director of the Astrophysical Observatory of Catania. Approval failing, duly reasoned by the scientific leader, will give the Institute the right to terminate the contract.

In case of contract withdrawal, the grant holder is bound to send a written communication with 30 day's 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. The next eligible applicant in the ranking list is entitled to receive the remaining amount of the grant salary, after drawing up the contract.

#### **Art. 10 – Starting date and obligations**

The starting date of the grant is established by the Director of INAF-Astrophysical Observatory of Catania in the notice of summons for drawing up the contract. Expected starting date of the grant is 1<sup>st</sup> June 2014.

The grant holder has to fulfill 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 seat of INAF-Astrophysical Observatory of Catania, unless prevented by motivated temporary hindrance, of which the Observatory 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 Observatory and with the directives of the Director and of the scientific leader of the project;
- e) to present periodical reports on research activity to the Director of the Observatory after approval from the scientific leader.

The grant holder who, after having started the planned research activity, does not carry out his/her work regularly and without interruptions for the duration of the grant without



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producing justified reasons, or lacks repeatedly to fulfill requirements or, according to the evaluation of the scientific leader, eventually shows evident lack of skill at the planned research activity, will incur termination of the contract and consequent deprivation of the grant after motivated decision of the Director.

The grant holder will be informed of the possible start of administrative proceedings 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 Observatory 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 Observatory.

**Art. 11 - Proceedings Responsible**

In accordance with Art. 8, paragraph 3 of INAF Provisions on the assignment of research grants, Prof. F. Zuccarello is the responsible of the competition proceedings relevant to this competition announcement.

**Art. 12 - Publicity**

This competition announcement shall be electronically forwarded to Astronomical and Astrophysical Observatories and to scientific institutes in the field of interest. The announcement will be posted on the websites of INAF ([www.inaf.it](http://www.inaf.it)) and of the Astrophysical Observatory of Catania (<http://www.oact.inaf.it/>).

**Art. 13 - Applicable regulation**

The Catania Astrophysical Observatory 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 Observatory shall act in compliance with the regulations in force concerning public selection procedures, when applicable by analogy.

Catania, 14.04.2014

THE DIRECTOR  
(Dr. Grazia Maria Umana)