



**ISTITUTO NAZIONALE DI ASTROFISICA
OSSERVATORIO ASTROFISICO DI ARCETRI**

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**Decreto n. 69
Anno 2018**

Selection procedure based on qualification and possible interview for the awarding of two research fellowships entitled: “Assembly, Integration, Verification and Optimization of the Adaptive Optics system for ERIS”, Category: B/Post-Doc (in accordance with Article 22, Law 240/2010) CUP C13C17000000005

THE DIRECTOR OF INAF ASTROPHYSICAL OBSERVATORY OF ARCETRI

- Having seen** the Statute of the Istituto Nazionale di Astrofisica (INAF), adopted by INAF Administrative Council on 7 March 2011 and entered into force on 1 May 2011;
- in accordance with** Italian Law n. 240 dated 30 December 2010, Article 22 and subsequent modifications and integrations;
- having seen** the note of INAF scientific Directorate, prot. no. 673/2018 “Implementazione delle linee guida per l’arruolamento del Personale non di ruolo;
- having seen** the guidelines for the awarding of research fellowships approved by INAF Administrative Council on 23 March 2018, Resolution 22/2018;
- considering** it appropriate to issue an announcement of competition for the award of a research fellowship;
- given** the availability of finance form fund Fu.Ob. 1.05.03.01.12, “Wave front sensor ERIS (ref. Simone Esposito)”, CUP C13C17000000005

Art. 1 – Research project

A selection based on qualifications, possibly integrated by an interview, is open to award two research fellowships, funded under the project “**Design, construction and commissioning of the Enhanced Resolution Imager and Spectrograph (ERIS)**” (hereinafter referred to as “*the project*”), and entitled “**Assembly, Integration, Verification and Optimization of the Adaptive Optics system for ERIS**”, category B/Post-Doc.

The awarded fellow will carry out the following activities:

- Research activity on the following topics related to *the project* and corresponding extensions to adaptive optics systems for LBT, VLT, Magellan and Extremely Large Telescopes (EELT and GMT):
 - Assembly, integration and alignment of the ERIS Adaptive Optics System module;



- Characterization, optimization and Verification of the ERIS Adaptive Optics module;
- Laboratory Acceptance and Telescope Commissioning of the ERIS Adaptive Optics Module.

The activity will be carried out under the responsibility of Dr. Simone Esposito.

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 Physics, Astronomy or Engineering awarded by an Italian university or by a foreign university

Or alternatively

Degree in Physics, Astronomy or Engineering which would formally entitle for the admission to a doctorate, awarded by an Italian university or by a foreign university, together with at least three years of documented experience after the degree in research activities on topics related to the ones of relevance for *the project*.

Moreover the sum of the time lapse occurring from the obtainment of the PhD/Degree and the deadline for the application cannot be greater than 7 years.

The following knowledge, skills and experience will be considered as preferential qualifications:

- Previous experience on the topics of the present call
- Development and design of adaptive optics systems
- Development and design of optical instrumentation

Art. 3 – Duration of the Research fellowship

The Research fellowship will have a duration of one year, possibly renewable depending on performance and funding availability.

The scientific activity is expected to begin no later than **October 1st 2018**

In any case, the exact initial date could be reasonably delayed if requested by the completion of administrative procedures and/or for the cases mentioned in the art. 10 of this call.

Art. 4 – Application procedure

Applications must be submitted in English as closed envelope by authorized carrier (ex. DHL, FedEx, UPS, etc.; preferable choice outside Italy), "Raccomandata A/R", or, in person, to the address INAF-Osservatorio Astrofisico di Arcetri, Largo Enrico Fermi 5, 50125 Firenze (ITALY).

Alternatively, the application can be submitted using applicant PEC account (Posta Elettronica Certificata: **no** ordinary e-mail) exclusively to the following PEC address: inafoaarcetri@pcert.postecert.it. The PEC account must be compulsory registered to the applicant's name, on penalty of exclusion from the present call.

Applications are to be submitted by and not later than **September 7th, 2018 (CEST), 1.00 p.m.** Late submissions will not be considered.



Applications which are not consistent with the attached forms (Annexes 1 and 2) or without the applicant's signatures will be excluded from the selection procedure.

The application must be delivered reporting on the envelope or the PEC subject **"Application for Postdoc position DD n. 69/2018"**.

Aware that false declarations are punishable by law and that the Administration will carry out random checks on their accuracy, the applicant must state clearly and precisely in the application, under his/her own responsibility:

- name(s) and surname, date and place of birth, nationality, place of residence and address for correspondence;
- that s/he satisfies all the requirements described in Art. 2 of this Call, in particular the holding of the degrees;
- that s/he is aware of and is not ineligible under any of the restrictions described in Art. 5 of this Call.

In the absence of any of the above declarations, the applicant will be excluded from the selection procedure.

For selection purposes the applicants:

- shall directly state any academic qualifications in the application form (Annex 1)
- if successful, candidates with non-Italian academic qualifications (for example, applicants residing outside Italy or Italian citizens with degrees obtained outside Italy), must produce originals or suitably certified copies of these qualifications. Such documents must be **translated into English**.

Applications must include the following documents:

- Annex 1 "Application form", signed and dated by the applicant;
- 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 titles and the skills required to carry out the research and including a list, if applicable, of grants and fellowships held in the past, in particular those held under art. 22 c.9 of Italian Law 240/2010 and a statement of research interests;
- list of publications;
- if obtained outside Italy, copy of the Degree with list of individual courses and exam grades or PhD certificate (**translated into English**);
- any other qualification, working task, research activity for public and private institutions and publications that the applicant deems appropriate to submit;

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.

Applicant should also arrange for two signed letters of reference by persons familiar with her/his work who shall send them directly and within the deadline by e-mail with acknowledgement of receipt to the following address:



- amministrazione@arcetri.astro.it

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 paragraph 4;

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 statement or document will also prevent from participation.

INAF accepts no responsibility 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 grant cannot be held by full professors, associate professors and research staff in Italian universities or by employees of Italian research public institutions.

The grant cannot be held at the same time with attendance at academic courses as those that formally give access to a doctorate, as well as with attendance at PhD courses with fellowship.

The grant cannot be held simultaneously 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 accepted. Instead, limited self-employed occasional work is compatible with the grant, only if this is not prejudicial to the research activity carried out for INAF. This must be authorized in advance by the Director of INAF-Osservatorio Astrofisico di Arcetri.

Retired persons are not eligible for Research fellowship.

The candidate who does not satisfy the provision of co.9 of article 22 of the Italian Law 240/2010 is excluded from the selection.

Upon formally accepting the grant the successful applicant will issue a declaration that none of the above exclusions apply.

Art. 6 – Host Institution

The fellow will carry out the research at INAF-Osservatorio Astrofisico di Arcetri - Largo Enrico Fermi, 5 – I-50125 Firenze (Italy) with the possibility of frequent travel abroad for project meetings and work at the telescope.

Art. 7 – Salary amount

The gross annual salary will be **30,000 (thirty-thousand/00) Euro**. This amount is net of burdens to be charged to INAF-Osservatorio Astrofisico di Arcetri, social charges and health coverage and will be paid in deferred monthly instalments. The fellow will be requested to have a personal accidents insurance for the duration of the fellowship.

Italian fiscal and social security rules will be applied.



During the period of obligatory maternity leave the allowance paid by INPS (Italian National Institute for Social Security) 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.

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 three members, including the scientist in charge of the project, Dr. Simone Esposito.

The selection is based on qualifications possibly integrated by an interview. The Selection Committee can establish a short list of the eligible applicants to be interviewed, on the basis of qualifications and documented experience in scientific or technological activities on the specific subject of the research fellowship.

Applicants selected for the interview will be summoned with 15 days notice containing the individual score for qualifications.

The total ranking score is 100 points, of which 70 points is the maximum score for qualifications and 30 points is the maximum score for the interview.

At the end of the selection procedure the Selection Committee will draw up the ranked list.

The approval decree of the selection procedure and the ranked list will be published on the following website: <http://www.arcetri.astro.it>

Art. 9 – Awarding of the fellowship

The highest ranked candidate will receive written notification of award 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 she/he is not subject to any of the exclusion conditions listed in Art. 5 of this Call.

If the candidate does not provide declaration of acceptance within a time limit of 10 days, she/he will surrender his/her entitlement to the research fellowship and it can be awarded to the next ranked candidate.

Under no circumstances the signing of the contract starts a subordinate employment relationship or ensures any rights to access to permanent INAF staff positions.

Art. 10 – Fellowship obligations

The holder of the fellowship:

- will start the research activity at the date due as for the contract at INAF-Osservatorio Astrofisico di Arcetri, unless prevented by force majeure or exceptional circumstances, of which the Director of INAF-Arcetri must be timely informed;
- will carry out her/his research activities under the supervision of the scientist in charge of the project Dr. Simone Esposito who will also monitor the fellow's progress.
- is required to issue activity reports every 12 months. The activity reports will be subject to approval from the scientist in charge of the project and will be transmitted to the Director of INAF-Osservatorio Astrofisico di Arcetri. Approval failing, duly reasoned by the scientist in charge, will give INAF-Osservatorio Astrofisico di Arcetri the right to terminate the contract;
- is required to send a written note in case of withdrawal, with at least 30 days notice, otherwise the INAF-Osservatorio Astrofisico di Arcetri is entitled to retain or request the reimbursement of the salary amount corresponding to the notice time-span she/he has failed to send.



The holder of the fellowship who does not carry out her/his research activity regularly without producing justified reasons or lacks repeatedly to fulfill requirements or, according to the evaluation of local coordinator of the activities, Dr. Simone Esposito, eventually shows evident lack of skills at the planned research activities, will incur the termination of the contract.

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

Art. 11 – Proceeding Responsible

The Responsible of this Call proceedings is Dr. Serena Donati (email: donati@arcetri.inaf.it).

Art. 12 – Applicable regulation

The INAF-Osservatorio Astrofisico di Arcetri 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 INAF- Osservatorio Astrofisico di Arcetri shall act in compliance with the regulations in force concerning Italian public selection procedures, when applicable by analogy.

Firenze, August 13th, 2018

Dr. Maria Sofia Randich

**ANNEX 1
APPLICATION FORM**

To
the Director of INAF-Osservatorio Astrofisico di Arcetri

I, THE UNDERSIGNED,

(Forename(s)) (Surname)
Place of birth (Town/State/Country)
Date of birth (dd/mm/yy)
Nationality
Gender
Permanent residence address (number/street/town/postal code/Country):
.....
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. 69/2018** for the appointment of one research fellowship entitled: **“Assembly, Integration, Verification and Optimization of the Adaptive Optics system for ERIS”**.

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,

- that I hold the following (fill one of the two choices)
 - Research Doctorate (PhD) awarded by on date
 - Title of thesis
 -;

Or alternatively

- Degree, which would formally entitle for the admission to a doctorate, awarded by on date Title of thesis, together with at least three years of documented experience in research activities on topics related to the ones of relevance for the present fellowship;

- that I hold the following educational qualifications.....
.....
awarded by....., Date.....;
- that I am aware of the restrictions described in **Errore. L'origine riferimento non è stata trovata.**of the Call for applications for this research fellowship;
- that I have a professional level of knowledge of English language;
- that I have years of documented experience in scientific or technological activities;
- that I held the following research fellowships under art. 22 c. 9 of Italian Law 240/2010 and that I held the following research fellowships at the following Research Institutions:
(please, in both cases indicate the exact date of beginning and expiration)

Since -----To	Institution	Duration

- that I am aware of the restrictions described in Article 4, of the Call for applications for this research fellowship;
- that I am aware that, under art. 22 Italian Law 240/2010, the research fellowship:
 - cannot be held contemporarily with attendance at academic courses as those that formally give access to a doctorate, as well as with attendance at PhD courses with fellowship;
 - cannot be held simultaneously 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;
 - cannot permit aggregation of income from working activities, also part-time, carried out continuously.
- 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 (number/street/city/postal code/Country):
.....
.....
Email address:

List of the documents attached to this form:

- Attachment 2 "Curriculum vitae", **signed and dated** by the applicant, providing evidence of possession of the skills required to carry out the research and including a list, if applicable of grants and fellowships hold in the past;
- copy of a valid identity document (ID card for EU-citizens or passport for non-EU citizens);
- if obtained outside Italy, copy of the PhD certificate or copy of the Degree with list of individual courses and exams grades (**translated into English**);
- list of publications;
- further qualifications, working tasks, research activities at public and private institutions and publications;

Date

Signature

**ANNEX 2
CURRICULUM VITAE**

I, THE UNDERSIGNED,

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

Date

Signature
