

APPLICATION INSTRUCTIONS

- The application for participation in the public selection, as well as the qualifications possessed, publications, doctoral thesis and documents deemed useful for the selection procedure, must be submitted electronically in accordance with the notice, under penalty of exclusion/non-evaluation, using the dedicated computer application, at the page of the Pica platform: <https://pica.cineca.it/unipg/>
- The computer application will necessarily require possession of an e-mail address in order to register to the system. The candidate must enter all the data required for the production of the application and attach, in electronic format, the documents required by the notice. No other forms of sending applications or documents useful for participation in the selection procedure are accepted.
- The date of digital submission of the application for participation in the selection is certified by the computer system by a receipt that will be automatically sent by e-mail.
- Each application will be given an identification number which, together with the selection code given in the computer application, must be specified for any subsequent communication.
- By the application deadline, the system allows saving in draft mode.
- The process of filling out and sending the application electronically must be completed no later than the deadline indicated in the individual notices. If the indicated deadline falls on a public holiday, the deadline is extended to the first available working day. After the submission deadline has expired, the system will no longer allow access and submission of the electronic form.
- The application for participation must be completed in its entirety as indicated in the online procedure.
- Submission of the application must be finalized and completed in the following manner:
 1. **By manually signing the application.** Specifically, you will need to save the PDF generated by the system on your PC using the "submit/submit" button, print it, affix your handwritten signature on the last page, and scan the printed application. The resulting PDF file will need to be uploaded to PICA.
 2. **by digital signature**, using (smart card, USB token or remote signature) that allows the holder to sign generic documents using PC-based signature software or a web portal for Remote Signature made available by the Certifier.

Those who have a smart card or a Digital Signature USB token will be able to check its compatibility with the Digital Signature system integrated into the server system. If successful, the holder will be able to sign the application directly on the server.

Those who do not have compatible digital signatures and Remote Digital Signature Holders who have access to a portal for signing generic documents, will have to save the PDF file generated by the system on their PC and, without in any way modifying it, digitally sign it in CADES format: a file with a.p7m extension will be generated and must be uploaded to the system again. Any modification made to the file before the Digital Signature is affixed will prevent the automatic verification of the correspondence between the content of that document and the original, which will result in the exclusion of the application.

- 3. By identification through the SPID system (Sistema Pubblica di Identità Digitale - 'Public Digital Identity System') - level 2.** In this case, it will not be necessary to sign the application.

The service may be temporarily suspended for technical reasons.

- Reference to documents submitted to this or other administrations, or to documents attached to the application for participation in another selection procedure, is not permitted.
- For any information or clarifications on how to apply, contact the Competition Office ("Ufficio Concorsi") at the following e-mail address ufficio.concorsi@unipg.it by the application deadline day (during office hours).
- For reporting technical problems contact support via the link at the bottom of the page <https://pica.cineca.it/unipg/> by the application deadline day (during office hours).