



Capitale sociale: € 2.192.076,00 i.v.  
Sede legale: Viale C. CATTANEO n. 45 – 20081 ABBIATEGRASSO (MI)  
Tel.: (02) 94.01.86.1 Fax: (02) 94.96.55.98  
Iscritta al Registro Imprese di Milano: N° 11487760156 - R.E.A.: N° 1510253  
Codice Fiscale e Partita I.V.A.: N° 11487760156

**NOTICE OF PUBLIC SELECTION FOR THE ESTABLISHMENT OF A RANKING LIST VALID FOR FULL-TIME AND INDEFINITE RECRUITMENT FOR THE COVERAGE OF POSITIONS OF "TECHNICIAN IN CHARGE OF THE MANAGEMENT OF ENERGY EFFICIENCY PROCESSES - DESIGNER" - LEVEL 5 ° OF THE CCNL for the GAS - WATER sector**

***THE DIRECTOR GENERAL***

Having regard to Art. 19 of Legislative Decree no. 175 of 19 August 2016 (as amended by Legislative Decree no. 100 of 16 June 2017);

Having regard to the "Regulations for the recruitment of personnel" approved by the Determination of the Sole Director of AMAGA S.p.A. on 9 October 2015,

***MAKES KNOWN***

A public selection is announced for the establishment of a full-time and indefinite employment relationship for the position of **"TECHNICAL EMPLOYEE IN CHARGE OF MANAGING ENERGY EFFICIENCY PROCESSES – DESIGNER" – LEVEL 5 of the CCNL for the GAS-WATER sector**. The task has the characteristics indicated by the CCNL Gas-Water in the declaratory of level 5 with the relative qualifying elements. In particular, by way of example but not limited to, the successful candidate will have to deal with:

- project feasibility analysis;
- Integrated plant design also according to the available incentives (GSE, PNRR, Bandi, ...);
- Integrated building design also according to the available incentives (GSE, PNRR, Bandi, ...);
- drafting of technical specifications;
- Preparation of commercial offers;
- drafting of contracts;
- drafting of technical documents for tenders;
- management of design processes;
- Requests for incentives and authorization Bodies (Metropolitan City, Customs Agency, Energy Supply Company, GSE, ...);

The following characteristics are required from the profile sought:

- initiative and organizational skills;
- team-working;
- management autonomy and problem-solving;
- excellent ability to relate at all levels with internal and external interlocutors of the company;
- confidentiality, precision, reliability;

The place where the service must be carried out will be at the headquarters of AMAGA S.p.A. located in Abbiategrasso (MI) - viale Carlo Cattaneo, n. 45 - in the cities where the Company provides services and, on occasions where necessary, at the other operating units of AMAGA S.p.A., in compliance with the provisions of art. 2103 c.c.



Capitale sociale: € 2.192.076,00 i.v.  
Sede legale: Viale C. CATTANEO n. 45 – 20081 ABBIATEGRASSO (MI)  
Tel.: (02) 94.01.86.1 Fax: (02) 94.96.55.98  
Iscritta al Registro Imprese di Milano: N° 11487760156 - R.E.A.: N° 1510253  
Codice Fiscale e Partita I.V.A.: N° 11487760156

## **Art. 1** **LOCATING THE LOCATION**

The position will be assigned the 5th level of the CCNL of the "Gas-Water" sector and assigned the relative economic treatment resulting from the same contract, with a full-time and indefinite contract:

- initial salary of level 5 as per CCNL;
- thirteenth and fourteenth months;
- household allowance (where due);
- any other fee established by laws, contracts and regulations.

All emoluments will be subject to social security, welfare and tax deductions in accordance with the law.

The selection is regulated:

- the provisions of this notice;
- the other rules contained in national category agreements.
- the provisions of the Rules of Procedure for the recruitment of staff
- the principles contained in Article 35 paragraph 3, Legislative Decree 165/2001 and subsequent amendments and additions;
- from the current CCNL of the Gas-Water sector.

Pursuant to the current CCNL for the gas-water sector, recruitment is subject to exceeding, with a favorable outcome expressed at the sole discretion of the company, a period of actual proof of work of variable duration depending on the duration of the employment contract.

In addition to the tasks proper to their qualification, the winners may be appointed to carry out, in relation to the service needs and within the categorical level, their work in the various sectors of activity of the company.

The position of employee of the Company is incompatible with the exercise of any other profession, job or trade.

## **Art. 2** **REQUIREMENTS FOR ADMISSION TO THE SELECTION**

For admission to the selection, the following requirements are required:

- a) Physical fitness for employment (the Company, before proceeding with recruitment, has the right to submit candidates to a medical examination of suitability);
- b) enjoyment of the rights inherent in the active electorate;
- c) not have been dismissed or dispensed from employment in a public administration for persistent, insufficient performance or not having been declared forfeited from a state job pursuant to art. 127, first paragraph letter d) of Presidential Decree 3/1957;
- d) not have been banned from public office on the basis of a judgment that has the force of res judicata;
- e) be in compliance with the laws concerning military obligations (only for male candidates born before 31/12/1985);



Capitale sociale: € 2.192.076,00 i.v.  
Sede legale: Viale C. CATTANEO n. 45 – 20081 ABBIATEGRASSO (MI)  
Tel.: (02) 94.01.86.1 Fax: (02) 94.96.55.98  
Iscritta al Registro Imprese di Milano: N° 11487760156 - R.E.A.: N° 1510253  
Codice Fiscale e Partita I.V.A.: N° 11487760156

- f) not have been, in a previous employment relationship with AMAGA Abbiategrasso S.p.A. or the companies owned or controlled by the same, dismissed for just cause;
- g) **be in possession of a master's degree** (or old system) in subjects relating to the assignment covered by this notice (by way of example but not limited to a degree in management / construction / energy engineering)

### **Art. 3**

#### **POSSESSION OF THE REQUISITES**

The above requirements must be met on the date of expiry of the deadline set out in this notice for the submission of the application for admission.

The verification of the lack of only one of the requirements referred to in the previous art. 2, entails at any time, the forfeiture of the right to participate in the selection.

These requirements must be maintained, in the case of recruitment, even during the employment relationship.

### **Art. 4**

#### **CONTRIBUTION OF SELECTION**

Participation in the selection involves the payment of a contribution of € 12.00 to be paid to AMAGA S.p.A. with the following reason "SURNAME - Contribution for the selection as a **technical employee in charge of managing energy efficiency processes - DESIGNER**" in the following ways:

Bank transfer to the bank account whose IBAN details are indicated below:

*IT69C0503432380000000001773 - Banca Popolare di Milano - Fil.di Abbiategrasso (MI) - Italy*

### **Art. 5**

#### **APPLICATION FOR ADMISSION**

The application for admission must be drawn up by filling in the form prepared for this purpose and signing the information on the processing of personal data (attached to this notice) and must be sent by registered letter with return receipt or delivered by hand in the manner referred to in the following art. 14, at the headquarters of AMAGA S.p.A. located in Viale Cattaneo, 45 - 20081 Abbiategrasso (MI) or at the PEC address [amaga@pec.amaga.it](mailto:amaga@pec.amaga.it).

This notice and the application form are also published on the website [www.amaga.it](http://www.amaga.it) (section "Transparent Administration – Recruitment of Personnel") and advertised on the main social channels for the development of professional contacts.

The envelope (or transmission by PEC), containing the application for admission and the attached documents, must bear, on the façade (or in the object of the PEC), the indication "CONTAINS APPLICATION FOR SELECTION OF TECHNICAL EMPLOYEE IN CHARGE OF MANAGING ENERGY EFFICIENCY PROCESSES – DESIGNER".

In the application, the aspirants must declare, under their personal responsibility, the possession of the requisites referred to in art. 2.



Capitale sociale: € 2.192.076,00 i.v.  
Sede legale: Viale C. CATTANEO n. 45 – 20081 ABBIATEGRASSO (MI)  
Tel.: (02) 94.01.86.1 Fax: (02) 94.96.55.98  
Iscritta al Registro Imprese di Milano: N° 11487760156 - R.E.A.: N° 1510253  
Codice Fiscale e Partita I.V.A.: N° 11487760156

For information on the application for admission, please contact the AMAGA S.p.A. User Desk located in Viale Cattaneo, 45 - 20081 Abbiategrasso (MI) during opening hours to the public or call 02 94018646 or write to the PEC address [amaga@pec.amaga.it](mailto:amaga@pec.amaga.it).

#### **Art. 6**

#### **APPLICATION DOCUMENTATION**

Together with the application for admission, candidates must produce the following documentation:

- a) receipt certifying the payment of the selection fee (see art. 4);
- b) curriculum vitae duly dated and signed, showing the authorization to process personal data, as well as a copy of the documents proving the qualifications that could be subject to evaluation referred to in Article 9 below (in the absence of the same the selection board will not proceed with the evaluation of the qualifications);
- c) copy of a valid personal identity document;
- d) copy of the driving licence category "B";
- e) information on the processing of personal data duly dated and signed;
- f) any documentation certifying the registration to the lists referred to in Law 68/99;
- g) any other document useful for the evaluation of the candidate.

#### **Art. 7**

#### **EXCLUSION OF CANDIDATES AND CONVOCAZIONE TO THE TESTS**

Exclusion from the selection takes place in the cases listed below:

- the lack of handwritten signature of the application for admission;
- failure to submit the application within the deadlines set out in this notice (see Article 14);
- the lack of even one of the documents referred to in art. 6 point (a) – (e).

Candidates will be informed of any exclusion from the selection procedure through the PEC and / or postal address (by registered letter with return receipt) indicated by the candidate in the application for admission.

The application and the related documentation that present formal imperfections or non-substantial omissions, may be admitted by the Selection Board to regularization, under penalty of exclusion from the selection, within a pre-established term that cannot last beyond the start date of the tests.

All those who are not notified of the exclusion will be summoned by the Company to take the pre-selection tests.

Failure to submit candidates to the exam will be considered as a waiver of the selection, even if the non-presentation was due to force majeure.



Capitale sociale: € 2.192.076,00 i.v.  
Sede legale: Viale C. CATTANEO n. 45 – 20081 ABBIEATEGRASSO (MI)  
Tel.: (02) 94.01.86.1 Fax: (02) 94.96.55.98  
Iscritta al Registro Imprese di Milano: N° 11487760156 - R.E.A.: N° 1510253  
Codice Fiscale e Partita I.V.A.: N° 11487760156

### **Art. 8**

#### **SELECTION AND EVALUATION TESTS**

The selective tests will be administered by AMAGA S.p.A. at the headquarters located in Abbiategrasso (MI) - viale Carlo Cattaneo, n. 45 or in any other location that will be promptly communicated, and will consist of:

- psycho-attitudinal written test consisting in the administration in telematic mode of a questionnaire consisting of multiple choice questions;
- written test aimed at assessing the logical skills and consisting in the administration in telematic mode of a questionnaire consisting of multiple choice questions;
- interview in which they will be evaluated, also on the basis of the results of the previous tests:
  - self-presentation;
  - motivation;
  - ability to work in groups;
  - autonomy;
  - flexibility;
  - ability to relate at all levels with internal and external interlocutors of the company.
  - work organization;
  - notions of administrative law with particular reference to public procurement;
  - notions of thermotechnics;
  - regulatory notions in terms of energy efficiency;

Finally, the possession of the qualifications referred to in Article 9 below will be assessed.

Candidates must present themselves at the tests with a valid identification document.

### **Art. 9**

#### **SCORE**

The psycho-attitudinal written test will be assigned a maximum score of:	<b>20 POINTS</b>
The written test on logical skills will be assigned a maximum score of:	<b>30 POINTS</b>
The interview will be awarded a maximum score of:	<b>50 POINTS</b>

### **Art. 10**

#### **RANKING LIST AND RECRUITMENT**

The Selection Board, at the end of the above tests, formulates and approves the merit ranking of the suitable candidates on the basis of the score obtained.

Only candidates who have scored a total score equal to or greater than 65/100 will access the ranking.

It is published on the website [www.amaga.it](http://www.amaga.it) and made available at the offices of the Company's registered office. <http://www.amaga.it/>

Amaga S.p.A., before the stipulation of the individual employment contract, will ascertain all the requirements towards the competitors usefully placed in the ranking. In this regard, the interested parties, at the written request of the Company, will be required, under penalty of forfeiture or, if already hired in service



Capitale sociale: € 2.192.076,00 i.v.  
Sede legale: Viale C. CATTANEO n. 45 – 20081 ABBIATEGRASSO (MI)  
Tel.: (02) 94.01.86.1 Fax: (02) 94.96.55.98  
Iscritta al Registro Imprese di Milano: N° 11487760156 - R.E.A.: N° 1510253  
Codice Fiscale e Partita I.V.A.: N° 11487760156

on a provisional basis, subject to verification of the prescribed requirements, to present (also by postal shipment) the documents proving the possession of the aforementioned requirements as well as to present the final documentation relating to the states, facts and personal qualities in place of the temporarily replacement declarations.

The recruitment measure is constituted and regulated by the individual contract stipulated by the Company according to the provisions of the law, the Community legislation and the current CCNL. Any measure of forfeiture is determined, as well as for the non-existence of the requirements specified in this announcement, also for the failure to take up service, without justified reason, within 30 (thirty) calendar days from the deadline established by the request to start work. This period may be extended, for proven reasons, for a further period of 5 calendar days.

The Company has the right to have the winners of the selection subjected to a medical examination of suitability. This visit will be carried out by the occupational physician appointed by the Company in order to ascertain whether the winner has the suitability for the task being selected. If the health assessment is negative or if the winner does not show up for the visit without justified reason, the forfeiture measure will be given.

#### **Art. 11 VALIDITY**

The ranking of this selection will be effective for 2 (two) years from its approval, unless otherwise regulated by law. The Company has the right to use it for the coverage of posts for which the selection has been announced and for other posts in similar tasks that may be necessary to fill.

In the event that the holder of the first useful place in the ranking is not available to start working at AMAGA S.p.A. with a notice of at least 10 calendar days, the Company may precede with the scrolling of the ranking until the identification of an aspiring worker / worker available. Only after the scrolling of the entire ranking, the aspiring workers who have not previously made themselves available can be taken into consideration again, for the second time.

#### **Art. 12 PROBATIONARY**

Pursuant to the current CCNL, the winner of the is subject to a probationary period.

#### **Art. 13 EQUAL OPPORTUNITIES**

Pursuant to Law no. 125 of 10.04.1991, this selection guarantees equal opportunities between men and women for access to employment.

#### **Art. 14 DEADLINE FOR SUBMISSION OF THE APPLICATION**

The application for admission to the selection, to be submitted using the model prepared for this purpose accompanied by all the attachments, must be received at the addresses referred to in Article 5 above:

- 1) by registered letter with return receipt by 12 noon. 30 on 29/07/2022;



Capitale sociale: € 2.192.076,00 i.v.  
Sede legale: Viale C. CATTANEO n. 45 – 20081 ABBIATEGRASSO (MI)  
Tel.: (02) 94.01.86.1 Fax: (02) 94.96.55.98  
Iscritta al Registro Imprese di Milano: N° 11487760156 - R.E.A.: N° 1510253  
Codice Fiscale e Partita I.V.A.: N° 11487760156

- 2) by hand delivery by 12 noon. 30 on 29/07/2022 during the opening hours of the user desk: Monday-Tuesday-Friday from 08:30 to 12:30, Wednesday from 14:00 to 18:00, Thursday closed;
- 3) by certified e-mail (PEC) by 12.30 noon on 29/07/2022.

The application for admission, if sent by registered letter with return receipt, must be received peremptorily within the aforementioned deadline. No reference can be made with respect to the date of sending.

### **Art. 15** **DATA PROCESSING**

Pursuant to and for the purposes of art. 13 of EU Regulation no. 679/2016, concerning the protection of persons and other subjects regarding the processing of personal data, we inform you that the personal data acquired with reference to this announcement will be collected and processed by AMAGA S.p.A. also through the inclusion in databases and processing through computerized procedures, in execution of obligations established by law or, however, for the exclusive purpose related to the management of this relationship, as well as to the fulfillment of obligations and the protection of the rights deriving from the same.

In this regard, it should be noted that:

- the acquisition of all the data requested from time to time is an indispensable prerequisite for the establishment and performance of the relationships to which the same acquisition is finalized;
- the aforementioned data, as well as those processed by AMAGA S.p.A. in relation to the obligations, rights and provisions related to this selection notice, will not be disseminated or communicated outside the cases provided for by law and in the manner permitted in this regard.

The Company assumes no responsibility for the dispersion of communications dependent on inaccurate indications of delivery by the competitor or on failure or late communication of the change of address in the application, nor for any postal problems or in any case attributable to third parties, in the event of unforeseeable circumstances or force majeure.

### **Art. 16** **PRESELECTION**

In the event that a large number of applications for participation in the selection in question is received, AMAGA S.p.A. reserves the right to proceed with a pre-selection, also through the use of automated systems, of which notice will be given in the same manner as for the selection tests and in accordance with the procedures referred to in art. 7.

Admission to the pre-selection tests will take place with the widest reservation regarding the actual possession of the requisites provided for by the announcement and, therefore, does not constitute any form of acquiescence with respect to what is declared in the application for participation, nor of recognition of the possession of the aforementioned requirements. The Company will ascertain its real existence in the subsequent stages of the selection.



Capitale sociale: € 2.192.076,00 i.v.  
Sede legale: Viale C. CATTANEO n. 45 – 20081 ABBIETEGRASSO (MI)  
Tel.: (02) 94.01.86.1 Fax: (02) 94.96.55.98  
Iscritta al Registro Imprese di Milano: N° 11487760156 - R.E.A.: N° 1510253  
Codice Fiscale e Partita I.V.A.: N° 11487760156

**Art. 17**  
**FINAL PROVISIONS**

The Company reserves the right to modify, temporarily suspend, reopen the terms or revoke this notice with a reasoned measure. The Company also reserves the right, subject to a reasoned resolution, not to proceed with the recruitment whenever the need or convenience to cover the post(s) subject to the selection has ceased, or if it considers to postpone the recruitment in service. For anything not provided for in this announcement, the provisions of the Company Regulations for the recruitment of personnel are hereby reported and accepted by competitors.

Abbiategrasso, 20/06/2022

**HIDE S.p.A.**  
The General Manager  
Dr. Elio Carini  
Digitally signed