

 <p data-bbox="191 450 486 481">Agenzia Spaziale Italiana</p>	<p data-bbox="598 338 1040 369" style="text-align: center;"><u>TRACCE PROVA COLLOQUIO</u></p>	<p data-bbox="1201 338 1342 369" style="text-align: center;">Pag. 1 di 6</p>
<p data-bbox="161 521 1437 622">Bando n. 22/2022- Selezione pubblica, per titoli ed esami, per la copertura di n. 1 posto a tempo pieno e indeterminato nell’Agenzia Spaziale Italiana, nel profilo di Funzionario di Amministrazione, V livello professionale - Area Risorse Umane.</p>		

TRACCIA 1

1. Il candidato illustri le proprie esperienze di studio e professionali riportate nel *curriculum vitae*, evidenziando, sinteticamente, gli elementi che ritiene di maggior pregio nell’ambito della selezione concorsuale odierna.
2. Il candidato illustri cos’è l’Organo paritetico per l’innovazione.
3. Premessi brevi cenni sull’ordinamento del personale negli Epr, il candidato illustri le opportunità di sviluppo professionale per le diverse aree di inquadramento.

Esercitazione:

1. Aprire un documento Word e inserire una casella di testo con il seguente testo:

“Art. 1. L’Italia è una Repubblica democratica fondata sul lavoro. La sovranità appartiene al popolo, che la esercita nelle forme e nei limiti della Costituzione.”
2. Giustificare il testo
3. Applicare interlinea pari a 1,5
4. Formattare il testo con le seguenti caratteristiche: carattere Book Antiqua, dimensione 12
5. Salvare sul desktop il documento con il nome “ESERCITAZIONE 1”.

PART X—EMPLOYMENT MANAGEMENT

Notification of
vacancies.

76.(1) This Part shall apply to an employer who employs twenty-five employees or more.

(2) An employer shall notify the Director of every vacancy occurring in his establishment, business or work place in a prescribed form giving the following details—

- (a) the employer's name and full address;
- (b) details of the Vacant post;
- (c) minimum qualification required of the person seeking to be employed;
- (d) the place of work, and
- (e) the type of work, whether casual, permanent or term contract; and
- (f) such other information as the Director may require

(3) A vacancy shall be deemed to occur on the date-

- (a) an employer creates a post to be filled by an employee or decides to engage one.
- (b) an employee terminates or has his employment terminated by the employer and the employer abolishes the post.

Notification of filling
or abolition of post.

77. When a post, which has been notified to the Director as vacant, has been filled or has been abolished before being filled, the employer shall notify the employment service office of this in writing within two weeks of the filing of the post or of its abolition, as the case may be.

Notification of
cessation of
employment.

78. An employer shall notify the termination of every employment and of each lay-off of a person in writing to the nearest employment service office within two weeks of the termination or lay-off.

TRACCIA 4

1. Il candidato illustri le proprie esperienze di studio e professionali riportate nel *curriculum vitae*, evidenziando, sinteticamente, gli elementi che ritiene di maggior pregio nell'ambito della selezione concorsuale odierna.

2. Il candidato illustri cos'è l'Agenzia per la rappresentanza negoziale delle pubbliche amministrazioni (ARAN).
3. Smart working, telelavoro e lavoro agile: il candidato illustri principi e differenze.

Esercitazione:

1. Aprire un foglio Excel e creare la seguente tabella:

Nomi propri	Data di nascita
Sergio	
Marco	
Paolo	
Andrea	

2. Inserire nella seconda colonna le date in formato dd/mm/yyyy
3. Riformattare le celle in modo che il formato sia dd-mm
4. Allineare il testo al centro sia orizzontalmente che verticalmente
5. Impostare l'altezza delle righe pari a 18
6. Salvare sul desktop con il nome "Esercitazione 4"

Prova di Inglese:

No. 11 396 2007
Employment

(7) No female employee shall forfeit her annual leave entitlement under section 28 on account of having taken her maternity leave.

(8) A male employer 'shall be entitled to two weeks paternity leave with full pay.

Sick leave.

30.(1) After two consecutive months of service with his employer, an employee shall be entitled to sick leave of not less than seven days with full pay and thereafter to sick leave of seven days with half pay, in each period of twelve consecutive months of service, subject to production by the employee' of a certificate of incapacity to work signed by a duly qualified medical practitioner or a person acting on the practitioner's behalf in charge of a dispensary or medical aid centre.

(2) For an employee to be entitled to sick leave with full pay under subsection (1), the employee shall notify or cause to be notified as soon as is reasonably practicable his employer of his absence and the reasons for it.

(3) For the purposes of sub-section (1) and (2) "full pay" includes wages at the basic rate excluding deductions from the wages allowable under section 19.

(4) For purposes of subsection (1), the twelve continuous months of service shall be deemed to commence on the date of the employment of the employee and on such subsequent anniversary dates of employment.

(5) An employer shall have the right to place all his employees on an annual cycle of an anniversary date falling on a day to be determined by the employer.

Housing.

31.(1) An employer shall at all times, at his own expense, provide reasonable housing accommodation for each of his employees either at or near to the place of employment, or shall pay to the employee such sufficient sum, as rent, in

TRACCIA N. 5

1. Il candidato illustri le proprie esperienze di studio e professionali riportate nel *curriculum vitae*, evidenziando, sinteticamente, gli elementi che ritiene di maggior pregio nell'ambito della selezione concorsuale odierna.
2. Il candidato tratti delle aspettative e dei permessi sindacali.

3. Il candidato illustri le fasi del procedimento amministrativo, con particolare riferimento alla motivazione del provvedimento amministrativo.

Esercitazione:

1. Aprire un foglio Excel e creare la seguente tabella:

Azienda	Fatturato 2016	Fatturato 2017	Totale
A	100.000	98.000	
B	120.000	125.000	
C	150.000	130.000	
D	200.000	185.000	

2. Applicare il grassetto alla prima riga

3. Formattare lo stile delle colonne in modo che le lettere abbiano il colore rosso

4. Inserire i bordi tra le righe e le colonne

5. Evidenziare in grassetto i bordi esterni

6. Calcolare la somma, per ciascuna riga, nella colonna "Totale"

Salvare sul desktop con il nome "Esercitazione 5"

Prova di Inglese:

394

No. 11

Employment

2007

Annual leave.

28.(1) An employee shall be entitled-

- (a) after every twelve consecutive months of service with his employer to not less than twenty-one working days of leave with full pay;
- (b) where employment is terminated after the completion of two or more consecutive months of service during any twelve months' leave-earning period, to not less than one and three-quarter days of leave with full pay, in respect of each completed month of service in that period, to be taken consecutively.

(2) An employer may, with the consent of the employee, divide the minimum annual leave entitlement under sub-section (1) (a) into different parts to be taken at different intervals.

(3) Unless otherwise provided in an agreement between an employee and an employer or in a collective agreement, and on condition that the length of service of an employee during any leave earning period specified in subsection (1)(a) entitles the employee to such a period, one part of the parts agreed upon under subsection (2) shall consist of at least two uninterrupted working weeks.

(4) The uninterrupted part of the annual leave with pay referred to in subsection (3) shall be granted and taken during the twelve consecutive months of service referred to in subsection (1) (a) and the remainder of the annual leave with pay shall be taken not later than eighteen months from the end of the leave earning period referred to in subsection (1) (a) being the period in respect of which the leave entitlement arose.

(5) Where in a contract of service an employee is entitled to leave days in excess of the minimum specified in subsection (1)(a), the employer and the employee may agree on how to utilize the leave days.