

CONCORSO PER TITOLI ED ESAMI PER UN POSTO PER IL PROFILO PROFESSIONALE DI COLLABORATORE DI AMMINISTRAZIONE DI VII LIVELLO PROFESSIONALE CON CONTRATTO DI LAVORO A TEMPO INDETERMINATO PRESSO LA SEZIONE DI FERRARA DELL'INFN (RIFERIMENTO BANDO 23859/2021)

**QUESITI PROVA ORALE
22 GIUGNO 2022 – ORE 10:00**

Quesiti inerenti le materie d'esame

- 1) Cosa sono le partite di giro in un bilancio pubblico con contabilità finanziaria? Come si gestiscono?
- 2) Si illustri attraverso un esempio, cosa sono i residui passivi nel bilancio di un Ente Pubblico con contabilità finanziaria.
- 3) Differenza tra Bilancio di Competenza e Bilancio di Cassa nella contabilità finanziaria.
- 4) Cosa è il servizio di Tesoreria e chi lo svolge? Come si svolgono i pagamenti e le riscossioni di un Ente Pubblico?
- 5) Quali scritture sono necessarie per gestire i beni mobili e immobili di una Pubblica Amministrazione?
- 6) Ci parli dell'obbligo di motivazione dell'atto amministrativo.
- 7) Cosa ci può dire, anche con esempi, cosa è la competenza amministrativa?
- 8) Che cosa determina la mancanza di un requisito in un atto amministrativo e che cosa determina la sua mancanza?
- 9) I principi del procedimento amministrativo.
- 10) Ci spieghi cosa si intende per silenzio-assenso riferito agli atti della Pubblica Amministrazione.
- 11) Quali controlli sono necessari sui fornitori con i quali le Pubbliche Amministrazioni stipulano contratti? E come si fanno?
- 12) Ci illustri il principio di rotazione negli appalti pubblici.
- 13) A quali principi si deve ispirare una procedura di acquisto di beni e servizi di una Pubblica Amministrazione? E perché?
- 14) Quali criteri di aggiudicazione prevede il codice dei contratti pubblici in una gara? In cosa si differenziano?
- 15) Ci illustri la differenza tra procedura ristretta e procedura aperta negli appalti pubblici.
- 16) A norma del D.lgs. 165/2001, che cosa è il codice di comportamento. Ci illustri i suoi contenuti.

- 17) Con riferimento all'ordinamento del Pubblico Impiego, illustri i permessi retribuiti previsti dalla normativa.
- 18) Definire l'ARAN e descriverne sinteticamente il ruolo.
- 19) Le controversie tra dipendente e pubblica amministrazione nell'ambito del rapporto di lavoro.
- 20) La responsabilità dirigenziale: definizione e conseguenze.
- 21) Cosa si intende per formattazione di un testo?
- 22) Che cosa è lo SPID (Sistema Pubblico di Identità Digitale) e a cosa serve?
- 23) Descrivere uso e funzioni della firma digitale.
- 24) Cosa è un browser?
- 25) Che differenza c'è tra la PEC (Posta Elettronica Certificata) e la PEO (Posta Elettronica Ordinaria)?

Leggere e tradurre il seguente brano tratto dal libro "Import/Export Department" di Carla Rho Fiorina Ed. 1987:

- 26) It was a pleasure to hear from you after such a long time and we are glad to note that your firm is alive and well on this market. Unfortunately, the news we have for your is not exactly agreeable: the firm you mention in your letter is widely known here thanks to crafty promotional manouvres, but everybody doubts they can financially back their expansion for long. It appears as if they have over-estimated their chances and we expect they will soon have to reshape their organization to far smaller pretensions. Moreover, we have heard that lately they have not always been able to settle their accounts on time. Accordingly, if you are thinking of supplying them, do so with great caution and without placing too much confidence in their honesty and reliability. If we were in your place, we should probably reconsider the opportunity of dealing with a firm whose reputation is so questioned.
- 27) We thank you for having promptly replied to our letter of 7th June. We have examined the term you stated and we have found them fairly reasonable, though we feel you could have made a greater effort to secure an appreciable share of our developing market. We would therefore be ready to accept representing you even though we do not know whether we shall be able to approach all potential customers if you do not change your mind and agree to support us by financing advertising and other promotional activities. You will find enclose a first order meant to assess the sale ability of a few of your article. A credit will be opened for the relative amount on receipt of your proforma invoice. We shall then draw up a report about the market response. If this is positive enough and allows hopes for the future, we shall countersign the contract copy you have sent us.
- 28) We thank you for your interest in our products and for your offer of marketing them in your area. At the moment we are represented at your end by Messrs Giovanni Damiani & Soci, based in Milan, who have however just informed us that they will discontinue the distribution of our products as from next autumn, in order to concentrate their efforts on other line. The turnover they have been securing for us over the past few years has not been particularly encouraging, but we suspect that this was due to their unenterprising approach to sale channels. Since the list of the firms you already represent has favourably impressed us and the references

you supply are really first-class, we would consider entrusting you with the exclusive distribution of our products as soon as our bond with Messrs Damiani is over.

- 29) We were pleased to receive your order n. 567 and we apologize for the delay in replying to you: your request received immediate attention but it took us a few days to find out whether we were able to serve you. Unfortunately, in spite of our wishes, we have come to the conclusion that it would be impossible for us to manufacture the pieces you require at the price you mention. The quotation we telexed you a fortnight ago was made on a supply of at least 500 pieces while the small quantity you require cannot possibly be produced at such an economical figure. As we feel that you might perhaps find other manufactures in a position to help you in this instance, we suggest you apply to another source. We feel confident we shall be able to assist you on some other occasion: please do submit us your future requirements and we shall do our best to satisfy you.
- 30) We thank you for your letter of Dec. 2 and for all the information you provided. We have evaluated the chances your products would have on our market, but unfortunately we have concluded that their import and distribution costs would make them thoroughly uncompetitive. The high value of your currency in fact makes it difficult for us to market here any American product successfully and in our trade quality does not always make up for excessive prices. Should you in the future produce something that is really economically priced, do not hesitate to get in touch with us again and we shall gladly examine the possibility of marketing your product in Italy.

