



**CONCORSO PUBBLICO, PER TITOLI ED ESAMI, PER LA COPERTURA DI N. 2 POSTI
DI CATEGORIA D, POSIZIONE ECONOMICA D1, AREA AMMINISTRATIVA
GESTIONALE PER LA RIPARTIZIONE TRATTAMENTI ECONOMICI, PENSIONI E
FISCALITA' GENERALE DELL'UNIVERSITA' DEGLI STUDI DI FERRARA**

ELENCO DOMANDE PROVA ORALE

Prova 1

Il/la candidato/a illustri la figura del responsabile del procedimento amministrativo ai sensi della Legge 241/90

Il/la candidato/a illustri gli istituti dell'assegno di ricerca e del contratto di ricerca

Il/la candidato/a illustri le azioni che porrebbe in essere per migliorare il clima di lavoro nell'ambito di un ufficio nel quale le scadenze continue e ravvicinate possono creare tensioni

Il/la candidato/a spieghi cos'è un motore di ricerca, un web browser e le loro principali differenze

Il/la candidato/a legga e traduca il testo 1) *(in allegato con sezione oggetto dell'esame evidenziata in giallo)*

Prova 2

Il/la candidato/a tratti della motivazione dell'atto amministrativo

Il/la candidato/a illustri la contrattualizzazione del pubblico impiego con riferimento al sistema universitario

Il/la candidato/a illustri le azioni che porrebbe in essere per inserire un giovane nuovo collaboratore nell'ambito di un ufficio dove sono presenti colleghi con esperienza consolidata

Il/la candidato/a descriva le caratteristiche delle funzioni DESTRA e SINISTRA di Excel

Il/la candidato/a legga e traduca il testo 2 *(in allegato con sezione oggetto dell'esame evidenziata in giallo)*

Prova 3

Il/la candidato/a illustri i principi generali dell'azione amministrativa

Il/la candidato/a descriva le funzioni del Collegio dei Revisori dei Conti nelle Università

Il/la candidato/a illustri quali strategia adotterebbe per condividere con i colleghi informazioni, competenze, proposte, piani di lavoro per raggiungere gli obiettivi prefissati

Il/la candidato/a illustri la differenza esistente tra posta elettronica e posta elettronica certificata

Il/la candidato/a legga e traduca il testo 3 *(in allegato con sezione oggetto dell'esame evidenziata in giallo)*

Prova 4

Il/la candidato/a illustri la decertificazione di cui alla L. 183/2011 art. 15 in materia di certificati e dichiarazioni sostitutive

Il/la candidato/a tratti dell'attività conto terzi degli Atenei

Il/la candidato/a illustri come agirebbe nel caso in cui un cliente "interno" muova critiche circostanziate al lavoro dell'ufficio

Il/la candidato/a elenchi le principali differenze tra file word e pdf

Il/la candidato/a legga e traduca il testo 4 *(in allegato con sezione oggetto dell'esame evidenziata in giallo)*

Prova 5

Il/la candidato/a illustri le fasi del procedimento amministrativo

Il/la candidato/a tratti delle figure del ricercatore a tempo determinato attualmente presenti negli Atenei



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Il/la candidato/a illustri quali azioni porrebbe in essere per gestire una situazione conflittuale tra il personale afferente dell'ufficio

Il/la candidato/a descriva cos'è e le caratteristiche di un file .rar

Il/la candidato/a legga e traduca il testo 5 (*in allegato con sezione oggetto dell'esame evidenziata in giallo*)

LA PRESIDENTE DELLA COMMISSIONE



'That's Bleak House - there on the hill.'

Mrs Jellyby, my dear?' said John Jarndyce, looking kindly at Ada.

'She works very hard for Africa,' said Ada, 'but ...'

'We thought,' said Esther quietly, 'that her own children needed care too.'

'That is what I think,' said John Jarndyce, looking very unhappy. 'They need love and help.'

'And that is what Esther gave them,' said Richard. 'Esther looked after them and Esther loved them.'

'Yes, indeed, Cousin John,' added Ada, while Esther laughed and shook her head. 'I thank you for giving me such a dear friend.'

John Jarndyce was a shy man. He was always doing good, but he hated to be thanked for his kindness. He got up quickly.

'Come girls, come Richard. Let me show you your new home.'

Bleak House had a sad name, but John Jarndyce had made the house a cheerful, pleasant place. There were many doors and little passages. One room led to the other in the strangest way. There was Ada's room, Esther's room and Richard's room. All three rooms were furnished in an old-fashioned but very pleasant way. Everything was neat and ready for their new owners. The three young people were delighted.

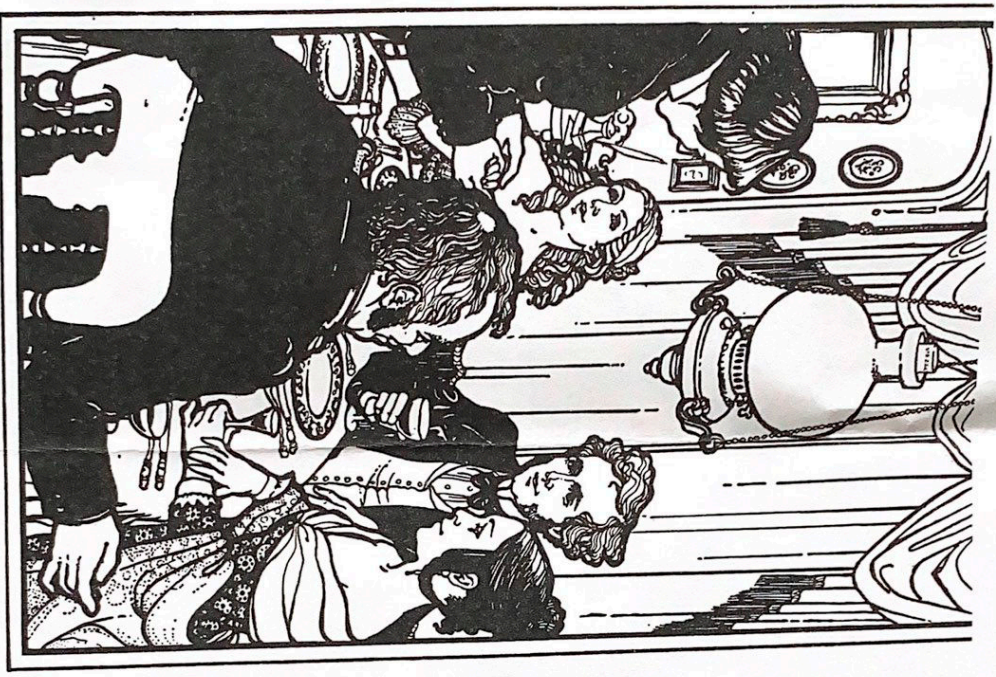
'I'm glad you like your new home,' said John Jarndyce. 'This house needs young people and so do I. Please make yourselves at home. Dinner will be ready in half an hour.'

Esther looked round her room with great joy. Her life had not been happy and she had never had a room of her own before. Esther was quick and she was soon ready. She had begun to take her clothes from her bags when a maid came into the room. The maid was carrying two large bunches of keys.

'For you, Miss, if you please,' said the maid to Esther. 'They are the housekeeping keys'.
Esther looked surprised.

'I was told to bring them to you. Mr Jarndyce's orders, Miss.'

Handwritten notes in blue ink: 'S O' and 'W K' with a signature and a blue flourish.



A small dinner-party at Bleak House.

And so the rest of the evening passed in laughter and the greatest happiness. There was love and joy in the house that had once been so unhappy. John Jarndyce was very glad that he had taken the wards-in-Chancery into his house. And he was glad, too, to see the pleasure that Esther gave to her friends.

So Richard Carstone left Bleak House. He was going to live with a successful doctor in London. He was going to learn to be a doctor.

Before he left Bleak House, Richard promised to write to Ada and to Esther. But, as time went on, his letters became fewer and fewer.

Some months later, John Jarndyce received a letter from the doctor who was teaching Richard. In this letter, the doctor said that Richard was not doing well. Richard had worked hard at first, but now he seemed to have no interest in his studies. The doctor also said that Richard was spending far too much money.

Ada and Esther decided to visit Richard in London. They thought that Richard would speak more freely to them than to John Jarndyce. Ada, of course, thought that Richard was right in everything he did. But Esther, in her quiet way, wanted to find out the truth.

When the two girls reached London they went straight to the doctor's house.

'Well, how are you getting on, Richard?' Esther said. 'I get on well enough,' Richard replied. 'But it's all rather dull. Of course, I know I'm only passing the time until the case is finished.'

'I am afraid,' said Esther slowly, 'you will say that about anything you do, Richard.'

'I decided to be a doctor a little too quickly, perhaps,' said Richard. 'I have been thinking that perhaps the Law is more interesting.'

'The Law,' repeated Ada, as though she was afraid of the word.

Handwritten notes in blue ink at the bottom of the page, including a large 'S' and several illegible scribbles.

Esther Meets Lady Dedlock

The next Saturday, Mr Jarndyce was walking with Ada and Esther as usual. The weather had become very hot and a storm was near.

Suddenly great drops of rain began to fall. By chance, the friends were near a small cottage. Mr Jarndyce quickly led the two girls inside the little house. They stood by the open door and watched the wind bending the trees. The rain fell. The lightning lit up the dark wood. Then they heard the thunder and felt the new freshness of the air.

'Isn't it dangerous to stand so near the door?'

'Oh no, Esther dear,' said Ada.

Esther looked up in surprise. She had not spoken. Esther turned and saw another woman standing in the shadows. It was Lady Dedlock.

'Have I frightened you?' said Lady Dedlock. She looked at Esther who had gone completely white. But why should Esther be frightened?

'I believe,' said Lady Dedlock, 'that I have the pleasure of speaking to Mr Jarndyce. You were in church on Sunday.'

Lady Dedlock gave Mr Jarndyce her hand. She was graceful and beautiful. Lady Dedlock spoke very politely to Mr Jarndyce.

'I think this is your ward, Miss Clare,' said Lady Dedlock looking at Ada. 'Please introduce me to the other young lady.'

'This is Miss Summerson,' said John Jarndyce. 'I am looking after her too.'

'Has Miss Summerson lost both her parents?' asked my Lady.

'Yes.'

'She is very fortunate to have such a kind guardian.' Lady Dedlock looked at Esther as she spoke.

At that moment a small carriage drew up at the door of the cottage. Two women were inside. Esther had seen both of them in church: the Frenchwoman and the pretty young girl.

Lady Dedlock walked gracefully to her carriage. She was surprised to see the Frenchwoman.

Esther Meets Lady Dedlock

'I did not ask you to come,' Lady Dedlock said to her. 'I sent for Rosa.'

The Frenchwoman got out without a word. The others got into the carriage and drove away.

The Frenchwoman's name was Hortense. She stood for a minute looking after the carriage. There was a look of the greatest hatred on her face. Hortense took off her shoes and stood in the long wet grass. Then, with a look on her face as proud as Lady Dedlock's, she started walking towards Chesney Wold.

45
ESD
ESD

10
Esther's Illness

Jo leaves London and reaches the brickmakers' cottages. He is very ill. Esther helps Jo and catches his illness. When Esther is better, Miss Flite visits her. Miss Flite speaks about Esther's handkerchief and about Allan Woodcourt's bravery at sea.

One cold, windy night, not long after Richard had left, a message was brought to Bleak House. The message was brought by one of the brickmakers' wives. The brickmakers had found no work in London and had returned to their miserable cottages near Bleak House.

'Please come, Miss,' said the woman to Esther. 'It's a poor boy, Miss. He's very ill.'

Esther dressed herself quickly and followed the woman into the dark night.

It was very cold and the trees shook in the wind. Rain had been falling all day and clouds still covered the sky. Esther stood still for a moment and looked towards London. She felt a change was coming into her life. Somehow she felt a different person, with a different life in front of her.

Esther came to the poor cottage, knocked gently at the door and went in. The air of the room was thick and unhealthy. On the floor, close by the poor fire, a boy sat shaking with cold. He looked up when Esther came into the room. When he saw her face, the boy stood up suddenly.

'I know what she's come for,' cried the boy. 'That's the lady I took to the burial-ground. I don't want to go there again. They might keep me there.'

'Jo, what's the matter?' said Jenny, the brickmaker's wife. 'This is dear Miss Summerson.'

'Is it?' said Jo. 'Is it? She looks like the other lady to me. Not the same clothes, but she's very like, very like.' Esther did not understand Jo, but she could see that he was very ill.

'I have come to help you,' Esther said. 'What's wrong with you?'

'I'm being frozen, then burnt. Frozen and burnt up. My head's tired and my bones ache. I came from London yesterday. They told me to move on, so I moved on down here. I'm moving on now before they catch me.'

Jo stood up and, with his head down, went quickly out of the door and along the dark road.

Esther stayed in the cottage for a little longer. They all loved her and even the rough brickmakers were quieter when Esther was near. One of the boys took Esther part of the way home and then she went on by herself. Very soon, she found Jo. He was sitting by the side of the road and looked at Esther with staring eyes.

'There she is. Coming to take me to the burial-ground. She knows I'm dying.'

Esther was frightened, but she saw that Jo was very ill. Esther helped Jo to his feet and they walked together. When they reached Bleak House, Esther went at once to Mr Jarndyce.

With the help of a servant, Jo was led to a warm shed near the house. Esther went to bed, happy that she had helped the poor boy.

But in the morning, Jo had gone. People searched for Jo for five days, but he could not be found anywhere.

One morning, soon afterwards, Esther woke up feeling very ill. Although the sun was shining brightly, Esther felt deadly cold. She had caught poor Jo's illness, but she was far more ill than he had been. Esther would not allow Ada to look after her. This terrible illness could kill, or completely take away a woman's beauty.

Handwritten notes in blue ink: 'S R E Q' with a large flourish below.

John Jarndyce wasted no time. Very soon, Esther was dressed and ready to go with Mr Bucker.

Mr Bucker waited in the darkness, asking himself many questions. Where was Lady Dedlock now? Was she alive or dead? He looked at the handkerchief in his hand. They would go to the miserable cottage where Esther had left the handkerchief. Would they find my Lady there?

Another second, and Esther Summerson was ready. After Mr Bucker had asked her a few questions he said, 'Now, Miss, are you warmly dressed? This may be a long journey. It's a cold night for a young lady to be out.'

'My mother is somewhere out in the cold and snow,' Esther answered quietly. 'We must find her.'

'That's right, Miss,' said Inspector Bucker. 'All will end well. Now, Miss, we are off, if you are ready.'

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Found

Lady Dedlock is found.

The journey, through darkness and snow, seemed to Esther like a dreadful dream. The coach drove quickly through the dark streets. They often stopped at police stations where Mr Bucker asked questions.

Soon they had left the streets of London far behind and were driving through open country. The snow was coming down more heavily now. Mr Bucker asked questions at every inn they passed. After a time, he heard news of a woman walking alone through the snow.

'It's all right, Miss,' he told Esther. 'She's in front of us. She passed this way earlier. We're near to Bleak House now, as you can probably see. We'll ask there.'

But Mr Bucker learnt nothing from the servants at Bleak House. In a short time, the coach stopped outside the brickmakers' cottages. It was now very late, but there was still a light in one of the rooms.

Esther knocked on the door and it was opened by a woman.

'I have come many miles through snow and darkness to find a lady,' said Esther. 'Has anyone been here?'

'There ain't no ladies here, as you can see,' answered one of the men rudely.

'Then is Jenny here?' said Esther.

'She's gone up to London,' said Jenny's husband. 'Yes, a lady was here and she talked to Jenny. What she said, I don't know. Now they've both gone - one to London and one to the north. That's all I'm saying.'

OP W S A Z E Q