

## Technical instructions for the completion of the application form for participation in the SNS selection on PICA

*(Piattaforma Integrata Concorsi Atenei [Integrated Platform for University Competitions])*

*Version of June 2021*

Connect to the link: <https://pica.cineca.it/sns>

### **Preliminary information**

- 1) Before filling in the application form, you should read the call procedure carefully.
- 2) The procedure for presenting applications is completely online and managed via the PICA app. No forms of transmission are permitted other than that specified in the call. Solely in cases of proven and certified technical unavailability of PICA will the SNS accept applications for participation presented using different modalities, provided they are transmitted by the specified deadline. Only one application may be presented for each post.
- 3) To complete the application, the platform can be accessed several times, saving the data inserted. In this way, candidates can access the form again later and, using the MODIFICA (MODIFY) key they can continue the completion provided it is transmitted by the specified deadline for submission. After the deadline, the system will no longer allow access to or transmission of the online form.
- 4) All the documents indicated for each call and necessary/useful for participation in the selection must be uploaded in PDF format, with a maximum dimension of 30 MBytes per file. In some types of selections, such as those for recruiting researchers on contract, candidates may be asked to provide their CV and a list of their publications utilising special forms/formats made available by the SNS via the online procedure PICA, to be re-uploaded onto the same. In other cases, the said forms can be attached to the call and made available in the section of the web site ([www.sns.it](http://www.sns.it)) dedicated to the selection.
- 5) Some documents may need to be printed, signed and re-uploaded in PDF format: It is therefore advisable to use a workstation provided with a printer and scanner.
- 6) Upon termination of the completion and submission of the application form, candidates will receive an e-mail confirming receipt with the identification number of the application (application ID). This identification number is not the registration number; the latter will be assigned and sent to the candidate at a later date and will appear on the PICA dashboard.

**7) The instructions herein provide only generic operative information; they do not substitute the calls and do not describe all the possible cases.** For technical problems use the link “Per problemi tecnici contatta il supporto” (“For technical problems contact the support”), which is visualised in the section at the foot of the page of the web site <https://pica.cineca.it/sns/>. Do not utilise any other addresses.

Per administrative information relating to the procedures, please contact: [gestione.personale@sns.it](mailto:gestione.personale@sns.it)

**Below you will find the guidelines containing the general information and the instructions for filling in the application form for participation in the selection procedures on the *Integrated Platform for University Competitions, PICA*.**