

SELEZIONE PUBBLICA, PER TITOLI ED ESAMI, PER LA COPERTURA DI N. 100 POSTI
NEL PROFILO DI ISTRUTTORE AMMINISTRATIVO (CAT. C1). SP03/19

Quesiti prove orali

Colloquio del 13 maggio 2022, alle ore 8,50

Diritto 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., e Legge 241/1990):

1. Le competenze del Consiglio comunale
2. Nomina e composizione della Giunta
3. Il contenuto dello Statuto comunale
4. Le funzioni del Sindaco quale Ufficiale di Governo
5. Il bilancio di previsione finanziario
6. Il procedimento disciplinare
7. I controlli interni e sulla performance
8. Il Codice di comportamento dei pubblici dipendenti
9. I Diritti non patrimoniali del personale degli enti locali
10. I Diritti patrimoniali del personale degli enti locali
11. L'attività amministrativa
12. Il responsabile del procedimento
13. Gli elementi dell'atto amministrativo
14. Le fasi del procedimento
15. I principi dell'attività amministrativa

Diritto 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

16. Le dichiarazioni sostitutive dell'atto di notorietà
17. La registrazione di protocollo
18. La validità temporale dei certificati
19. Quali sono i documenti equipollenti alla carta d'identità?
20. Definizione di amministrazione certificante
21. Il Codice dei contratti
22. Contratti pubblici
23. I contratti sopra e sotto soglia
24. La gara telematica
25. Il bando di gara
26. Limiti al diritto di accesso civico generalizzato
27. Principio di trasparenza dell'azione amministrativa
28. La nuova disciplina della privacy introdotto dal Regolamento Generale per la Protezione dei dati personali
29. Il Piano triennale della trasparenza e della prevenzione della corruzione
30. Cos'è la sezione Amministrazione Trasparente di un sito istituzionale?

Informatica:

31. Il comando Tagliare un testo del Microsoft Word cosa consente?
32. Il comando Sostituisci del Microsoft Word cosa consente?
33. Il candidato faccia esempi di hardware
34. Che cosa è un Browser?

35. Cosa si intende con il termine Cloud?
36. Che cosa si intende per wi-fi?
37. Che cos'è la RAM?
38. Cosa si intende con l'espressione Navigare sul web?
39. Modalità per la creazione e salvataggio di un file di calcolo
40. Come è possibile trasformare un file di testo in file pdf?
41. Che cos'è un virus informatico?
42. Quali file hanno estensione “.xls”?
43. Quale è la principale periferica di immissione dati?
44. Che cosa si intende per formattazione del testo?
45. A cosa serve il tasto Home in un Browser o in un sito web?

Inglese:

1. **ESSENTIALLY BAROQUE**
Over 200 events in Turin and all over Piedmont which make up the fabric of “L'essenziale è Barocco” (“Essentially Baroque”), a project by the Piedmont Region, organised by VisitPiemonte and enriched thanks to the contribution of the Fondazione Compagnia di San Paolo, by a body of cultural initiatives put forward by city and metropolitan area entities.
2. **GAM TORINO - GALLERIA CIVICA D'ARTE MODERNA E CONTEMPORANEA**
The GAM was the first museum in Italy to promote a public collection of modern art. The nucleus of the collection dates back to 1863, when the Savoy endowed Turin with a civic museum.
3. **SPIRITUALITY**
The rich past of religious tradition in the area of Turin has always made it one of the top places for pilgrimages whether following in the tracks of the Social Saints or in discovery of the rich artistic heritage found in the churches, everyone will know to what they are drawn and respond to the discreet spiritual call of Turin's territory.
4. **GRAN PARADISO NATIONAL PARK**
Positioned in the Orco and Soana valleys, it was the first national park in Italy to be established: it started out in 1922 as a royal Savoy reserve to ensure the survival of the ibex.
5. **TORINO BY NIGHT - EUROVISION**
By night, a magical city with its clubs that are born from the powerful industrial past and declined today in cool and contemporary atmospheres that will be appreciated by those who love the nightlife.
6. **ROAD CYCLING**
Powerful, rhythmic and sharp actions, strong expectations; this is what the great champions of cycling have given us. Real archetypes of unstoppable climbers, for all fans they are a model of perseverance to follow.
7. **PALAZZINA DI CACCIA DI STUPINIGI**
A hunting lodge for a European Court, a place of leisure and hunting, during the 18th and 19th centuries this was the favourite spot of the Savoy family for spectacular parties and solemn marriages, as well as being the residence of Napoleon in the early 19th century.
8. **CULTURE**

Torino continues to be a centre of European and international culture. A wide array of styles, forms and languages disclose the city of monuments, royal palaces, churches, spirituality, events, music, galleries, cinema and literature...

9. PIAZZA VITTORIO VENETO

Among the largest squares in Europe, with historic cafes, restaurants and places for aperitifs and “apericena” accompanied by Vermouth (the typical flavoured wine of the city) or the best Piedmontese and international labels.

10. CONTEMPORARY ART

Museums, foundations, galleries, exhibition sites including open-air shows now bring together the legacy of artistic movements that began and flourished in and around the province's capital from the early 1900s, starting with the Futurists and right through to Arte Povera, interspersed with Casorati, the Situationist International, and the Avant-garde.

11. THE QUADRILATERO ROMANO AND BORGO DORA

The oldest area of the city is also one of the historic areas of Torino's night-life. Many restaurants offering traditional cuisine but also of different nationalities and bars that offer cocktails, spirits and excellent music.

12. TOURIST PRODUCTS

Visiting and discovering Torino and its territory is easy.

Choose from the products and services offered to you in each period of the year. Cards for getting discounted or free entry to museums, exhibitions, fortresses, castles and Royal Residences so that you can experience everything that the city and its territory has to offer.

13. CASA MARTINI - MARTINI & ROSSI

Casa MARTINI is just 30 km from Turin, located in Pessione di Chieri. Its walls preserve a tradition that is more than 150 years old: a history made up of people and products, of creativity and concreteness, of culture and passion.

14. TASTE TORINO

Experience the city with five senses, savoring the taste of local dishes that on the occasion of the Eurovision Song Contest are enriched with themed proposals.

Consult the list of restaurants and venues participating in the food and wine initiatives.

15. EXPERIENCES IN THE PINEROLO AREA

Browse through the experiential proposals to discover one of the most surprising tourist areas of Piedmont, which extends from the plains to the mountains, branching out into three valleys to be discovered: Val Pellice, Val Germanasca and Val Chisone.

Colloquio del 13 maggio 2022, alle ore 14,15

Diritto 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

46. Gli organi di governo del Comune.

47. Le competenze della Giunta.

48. Le funzioni del Sindaco quale capo dell'amministrazione comunale.

49. Il procedimento di approvazione dello Statuto comunale.

50. Le fasi della spesa.

51. I Doveri del dipendente pubblico

- 52. L'accesso al pubblico impiego
- 53. Le sanzioni disciplinari dopo la riforma Madia
- 54. La contrattazione collettiva nazionale ed integrativa
- 55. La responsabilità amministrativa dipendente dell'ente locale
- 56. La motivazione
- 57. La responsabilità della P.A.
- 58. Il silenzio della P.A.
- 59. La semplificazione dell'attività della P.A.
- 60. I tipi di atti amministrativi

Diritto 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

- 61. Definizione di documento amministrativo.
- 62. In cosa consiste la segnatura di protocollo?
- 63. La validità temporale delle dichiarazioni sostitutive.
- 64. Quali soggetti possono autenticare le copie di atti o documenti?
- 65. Definizione di amministrazione procedente.
- 66. I criteri di aggiudicazione
- 67. Il soccorso istruttorio
- 68. Tipi di procedura di gara
- 69. Documenti di gara
- 70. Le fasi nella procedura di affidamento dei contratti pubblici
- 71. Il danno da corruzione
- 72. I dati personali e i dati sensibili
- 73. Accesso e Privacy
- 74. L'Accesso agli atti nelle procedure di gara
- 75. I diritti del titolare dei dati

Informatica:

- 76. Il comando copiare un testo del Microsoft Word cosa consente?
- 77. Il comando trova del Microsoft Word cosa consente?
- 78. Che cos'è il web?
- 79. Quali sono esempi di software?
- 80. Che cosa si intende con il termine Pec?
- 81. Modalità di trasmissione di una cartella di files tramite posta elettronica
- 82. Strumenti e modalità per effettuare velocemente le somme di numerosi dati
- 83. Che cosa si intende per applicazione informatica?
- 84. Quali sono i sistemi operativi più diffusi?
- 85. Modalità di connessione di una rete di computer
- 86. Come trasferire documenti digitali ad altre persone?
- 87. Come modificare il carattere in word?
- 88. Quali file hanno estensione “.exe”?
- 89. Come può essere reso inefficace un virus informatico?
- 90. Cos'è la sicurezza informatica?

Inglese:

1. CONTEMPORARY ART

Museums, foundations, galleries, exhibition sites including open-air shows now bring together the legacy of artistic movements that began and flourished in and around the

province's capital from the early 1900s, starting with the Futurists and right through to Arte Povera, interspersed with Casorati, the Situationist International, and the Avant-garde.

2. ROYAL RESIDENCES

It is the Royal Residences of Torino and Piedmont, UNESCO World Heritage Site: maisons de plaisance and sumptuous gardens, theater of the refined court life and a real proof of the Savoy House hegemony.

3. CASTLES AND PARKS

This itinerary is suitable for families with children, and passes through the numerous parks in the Turin belt and in the immediate surroundings, the Po park, the Pellerina park, the Valentino park, the Mandria park, the Vallere park, the park of Stupinigi, the park of the Avigliana lakes.

4. “5 THINGS TO DO IN TORINO IN THE EVENING”

In this guide you will find 5 places to spend an evening out, among illuminated and populated outdoor squares, in summer and in winter, eclectic places to enjoy a trendy cocktail, gourmet restaurants but also effortlessly not missing out on the typicality of Piedmontese cuisine, always accompanied by a good glass of wine.

5. HOW MANY MUSEUMS ARE THERE IN TURIN?

Lots of them, showing the history, civilisation, knowledge, international spirit and diversity of the city.

Considering the persistent health emergency and the resulting transition in the four areas (white, yellow, orange, red) we advise you to check the updates of museums/events on the official websites.

6. HIKING AND OUTDOOR ACTIVITIES

If you are passionate about outdoor sports, you shouldn't miss the opportunities offered by the province of Turin. Hiking, trekking, cycling, road and mountain bike itineraries: the Turin Alps will provide unforgettable moments in contact with the territory.

7. MUSEO LAVAZZA

A circular journey, exploring the story of Lavazza and of the coffee production chain while offering surprising content, information and interaction experiences. A voyage through five different themes: Casa Lavazza, the Fabbrica, the Piazza, the Atelier and the Universo.

8. SNOWSHOEING

The fresh snow, the crisp air, the silence of the woods, the real and purest soul of the mountains: walking at high altitude wearing snowshoes is a unique experience that gives incredibly intense feelings.

9. MUSEO NAZIONALE DEL RISORGIMENTO ITALIANO

The upper floor of the Carignano Palace building has hosted the National Museum of the Italian Risorgimento since 1938.

Completely recreated in 2011, today it is a modern space, capable of narrating the period of the 'Risorgimento', from the great revolutions of the 18th century to the onset of World War I, to visitors in a European key.

10. EUROVISION DISH

A vibrant mix of traditions, selected ingredients, typical products and gastronomic creativity: taste Torino in the variants of the Eurovision dish proposed by the participating restaurants.

For you 4 samples of traditional appetizers and a glass of Piedmontese wine at 15 €.

11. VIE FERRATE AND THE TIBETAN BRIDGE

If you are fond of routes running on rock, Vie Ferrate and Tibetan bridges, the Alps of Turin will become your favourite place to spend a day of sport and adventure.

12. UNESCO WORLD HERITAGE

Come and discover the UNESCO heritage network of Turin and Piedmont: maisons de plaisance and sumptuous gardens, vineyards, villas, castles, abbeys ... industries. In this journey through ages you will experience stunning settings and an extraordinary cultural heritage, unforgettable moments to live with your family, in couple or among friends.

13. MADE IN TORINO. TOUR THE EXCELLENT - SPECIAL FOR GROUPS

Seeing first hand the industrial or artisanal manufacturing is a fascinating experience! You'll get to appreciate the passion and the work that result in the creation of a quality product.

14. FORTS

The entire territory is dotted with magnificent palaces, noble castles and imposing fortresses. Over the centuries, this sub-alpine area was also a place where major fortifications were built. For instance, Exilles Fort in Val Susa, built to control the frontier, one of whose most famous prisoners was the mysterious Man in the Iron Mask.

15. PALAZZO MADAMA - MUSEO CIVICO D'ARTE ANTICA

A visit to the Madama Palace is a way of traveling through time: from its Roman foundations to the medieval towers and on to the sumptuous baroque of the staircase by Juvarra.

Colloquio del Il 23 maggio 2022, alle ore 8,20

Diritto 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., Legge 241/1990):

91. Le funzioni degli organi di governo del Comune.
92. Le ordinanze del Sindaco.
93. Conferimento e revoca degli incarichi dirigenziali.
94. I pareri di regolarità tecnica e contabile.
95. Le attribuzioni della Giunta in materia di programmazione e bilancio.
96. La responsabilità contabile del dipendente dell'Ente Locale.
97. La tutela del pubblico dipendente che segnala illeciti.
98. Organizzazione degli uffici pubblici: differenze fra atti di macro e micro organizzazione.
99. Il Piano triennale del fabbisogno del personale.
100. I sistemi di valutazione dei dipendenti e la valutazione della performance.
101. Il diritto di accesso agli atti amministrativi.
102. Differenza tra nullità e annullabilità dell'atto amministrativo.
103. La conclusione del procedimento amministrativo.
104. La perfezione dell'atto amministrativo.
105. La fase dell'iniziativa nel procedimento amministrativo.

Diritto 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

106. Le dichiarazioni sostitutive di certificazioni.
107. La protocollazione dei documenti amministrativi.
108. Le dichiarazioni sostitutive in caso di impedimento dell'interessato.
109. I doveri del dipendente pubblico in materia di documentazione amministrativa.
110. La disciplina in materia di controlli sulle autocertificazioni.
111. Il principio di rotazione nelle procedure di gara.

112. La convenzione CONSIP.
113. Principi di affidamento in materia di contratti pubblici.
114. La determina a contrarre.
115. Il criterio del minor prezzo.
116. Quali sono le differenze tra l'accesso ai documenti della pubblica amministrazione e l'Accesso Civico?
117. Cosa si intende per Dati Personali?
118. Il ruolo del Responsabile Anticorruzione e Trasparenza
119. Cos'è l'Accesso Civico Generalizzato?
120. Qual è il ruolo dell'ANAC nella prevenzione della corruzione nelle pubbliche amministrazioni?

Informatica:

121. Mentre si utilizza Microsoft Word come è possibile passare da un testo normale ad un testo in TESTO IN GRASSETTO o CORSIVO o SOTTOLINEATO?
122. Il comando incollare un testo del Microsoft Word cosa consente?
123. Che cosa è un motore di ricerca?
124. Come trasferire un documento cartaceo in forma digitale?....
125. Che differenza c'è tra file e cartella?....
126. Quali sono i software più comuni?....
127. Cos'è la firma digitale?....
128. Modalità per la creazione e salvataggio di un file di testo
129. Cosa si intende per cronologia di Internet?
130. Cosa si intende con il termine *spam*?
131. Cosa si intende per F.A.Q., acronimo inglese per "Frequently Asked Questions"?
132. Cosa si intende per stampante multifunzione?
133. Il comando VAI del Microsoft Word cosa consente?
134. Differenza tra hardware e software
135. Come è possibile preparare delle presentazioni?

Inglese:

1. DARIO ARGENTO - THE EXHIBIT
The first large scale exhibition dedicated to the Italian master of the thrill, tracing his long career with a journey through all his films with hundreds of pictures, stills and unedited photographs, installations, scenery props, music, placards, costumes, videos, memorabilia and comparisons with today's television and cinema productions.
2. MUSEO NAZIONALE DEL CINEMA - MOLE ANTONELLIANA
Among the most important in the world for the richness of its heritage, the National Cinema Museum owes its uniqueness to the peculiarity of its exhibition layout. Housed in the Mole Antonelliana, Turin's symbolic monument, the Museum spirals upwards on several levels, creating a spectacular presentation.
3. NEL SEGNO DI RAFFAELLO
Through the trace left by the most talented draftsman of all time, Raphael Sanzio, this exhibition illustrates about seventy years of the history of Italian drawing, from Perugino - Raphael's first teacher - to the great artists of the mature Renaissance.

4. **FOTO IN GIOCO!**
The exhibition presents the world of street games and open-air entertainment. At the same time, it shows how photography has changed over time, from the Neorealist period to a more environmental depiction, which in the 1980s and 1990s resulted in an impersonal dimension devoid of sociality.
5. **VIVIAN MAIER. INEDITA**
The Royal Museums of Torino host the exhibition of Vivian Maier (1926-2009), one of the leading exponents of the so-called street photography. Right from the title, Inedita, the exhibition that comes to Italy after a first stop at the Luxembourg Museum in Paris, aims at revealing unknown or little-known aspects of the mysterious human and artistic story of Vivian Maier.
6. **AIDA, FIGLIA DI DUE MONDI**
It is the beginning of June 1870 and Giuseppe Verdi accepts from the viceroy of Egypt, Ismail Pascià, an unprecedented fee for composing an opera, in Italian, set in the time of the pharaohs: Aida. A unique case in the history of opera, Aida is celebrated by two "premieres", in Cairo on December 24, 1871 and in Milan on February 8, 1872, and is today one of Verdi's most celebrated works.
7. **FRIDA KAHLO. THROUGH THE LENS OF NICKOLAS MURAY**
"Luckily, photography hasn't just represented a profession for me, but also a point of contact among people to understand the human nature, and register, if possible, the best of every person" (Nickolas Muray).
8. **IN SCENA! LUCI E COLORI NEI COSTUMI DI CARAMBA**
The Accorsi-Ometto Foundation pays tribute to beauty, understood as elegance of form, preciousness of fabrics and attention to detail, with a splendid exhibition dedicated to the 'Magician' of theatrical costumes Luigi Sapelli, known as Caramba.
9. **WORLD PRESS PHOTO EXHIBITION 2022**
The annual World Press Photo Contest recognises and celebrates the best photojournalism and documentary photography produced in the last year, and thousands of photojournalists from major international publications.
10. **ESPRESSIONI. L'EPILOGO**
Expressions. Epilogue follows and concludes the programme of exhibitions inaugurated in 2020. The exhibition Espressioni investigates the history of expressionism in its various forms as a consequence of technological and scientific revolutions throughout human history.
11. **NATURECULTURES**
In collaboration with OGR - Turin, from 28 April to 25 September 2022 Castello di Rivoli is organising an exhibition at OGR in Turin that will focus on the history of Arte Povera and the emergence of ecological themes in art from the 1960s to the present.
12. **THE LIBRARY.**

The Library, which has preserved its eighteenth-century furnishings intact, is still today evidence of Valperga's deep love for books, an instrument of knowledge and an opportunity for relaxation.

13. DALLA GUERRA ALLA LUNA 1945-1969

The exhibition offers a portrait through images from the post-war period to the years of economic expansion. Through a selection of about 80 shots, the temporary exhibition tells the story of Italy reborn from the rubble of the Second World War.

14. IVREA CAPITALE ITALIANA DEL LIBRO 2022

Ivrea turned out to be the best candidate among the sixteen that were presented, of which eight reached the finals. An important goal that marks the beginning of a new phase for the town that will be able to add a significant piece to its millenary history.

15. E-BIKE IVREA

Rent an e-bike in front of the Ivrea Tourist Office and explore the old town centre, the UNESCO site "Ivrea, industrial city of the 20th century", the Park of the 5 lakes with the Serra d'Ivrea, the Via Francigena and the many routes through the spectacular nature of the Ivrea Morainic Amphitheatre.

Colloquio del 23 maggio 2022, alle ore 14,00,

Argomento n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

136. Gli atti di competenza del Consiglio comunale.
137. I referendum comunali.
138. Struttura e funzione del bilancio di previsione.
139. I servizi comunali di interesse statale.
140. I compiti gestionali del dirigente.
141. Il rapporto di lavoro alle dipendenze di una pubblica amministrazione.
142. Il contratto individuale di lavoro nel pubblico impiego.
143. Le responsabilità del dipendente pubblico ed in particolare la responsabilità civile verso i terzi.
144. Chi ha la titolarità del procedimento disciplinare?
145. La Contrattazione Collettiva Decentrata Integrativa.
146. I principi fondamentali della Legge n. 241/1990.
147. Contenuto dell'avviso di avvio del procedimento amministrativo ai sensi della l.241/1990.
148. Validità dell'atto amministrativo.
149. la conferenza dei servizi.
150. gli elementi essenziali dell'atto amministrativo.

Argomento n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

151. Cosa si intende per decertificazione?
152. La funzione delle dichiarazioni sostitutive dell'atto di notorietà.
153. La funzione della protocollazione dei documenti.
154. Gli obblighi della P.A. in materia di dichiarazioni sostitutive.
155. Quali documenti possono essere inviati alla P.A. per via telematica?
156. procedure aperte e ristrette - differenze.
157. l'attività contrattuale della pubblica amministrazione.

- 158. il mercato elettronico.
- 159. il responsabile del procedimento in materia di appalti.
- 160. offerta anomala.
- 161. Cos'è il Whistleblowing?
- 162. Cos'è il diritto di accesso agli atti amministrativi ?
- 163. Cosa si intende per Privacy by design e by default?
- 164. Il rapporto tra diritto di accesso e diritto alla riservatezza
- 165. Chi è il responsabile del trattamento dei dati?

Informatica:

- 166. Mentre si utilizza Microsoft Word come è possibile passare da un testo giustificato ad un TESTO CENTRATO, ALLINEATO A DESTRA o ALLINEATO A SINISTRA)?
- 167. Quali sono i principali strumenti di office?
- 168. Cosa è una slide di powerpoint?
- 169. Dove vengono memorizzati i dati su un PC?
- 170. Come effettuare la somma di diversi dati in excel?
- 171. Come effettua la media di diversi dati in excel?
- 172. Modalità per copiare un gruppo di celle in excel
- 173. Quali file hanno estensione “.doc”?
- 174. Che cosa è un Database?
- 175. Quale funzione si potrebbe utilizzare per ordinare una serie di dati in un foglio di calcolo?
- 176. Quale funzione si potrebbe utilizzare per ordinare una serie di nomi in un documento word?
- 177. Che cosa si intende con il termine “Backup”
- 178. Che cosa è un server??
- 179. Che cosa si intende per sito internet?
- 180. Esempi di sistemi operativi

Inglese:

1. MUSEO NAZIONALE DEL CINEMA - MOLE ANTONELLIANA
You will be able to discover first-hand the secrets hidden behind the camera and the stages leading up to the projection of the film, in a fantastic and interactive itinerary: from shadow theatre and the first fascinating magic lanterns to the most spectacular special effects of today and virtual reality.
2. DARIO ARGENTO - THE EXHIBIT
Dario Argento has established such an innovative style that he has been variously honoured (De Palma, Tarantino, Carpenter to mention just a few) and imitated, but never equalled; his connection with Torino is very close: he directed his first works here and “Profondo rosso”, considered by many to be his masterpiece.
3. NEL SEGNO DI RAFFAELLO
Seventy years of Italian drawing history are told in this exhibition through the mark left by the most modern and brilliant Renaissance artist, Raphael Sanzio. Drawings are particularly fascinating art forms because they allow access to the most intimate dimension of an artist, testifying to the creative and formative process of an author.

4. FOTO IN GIOCO!

The exhibition presents the world of street games and open-air entertainment as seen through the lens of 18 famous Italian photographers who document the transformation of the many ways of playing and enjoying oneself from after World War II to the birth of the modern entertainment industry.

5. VIVIAN MAIER. INEDITA

The photographic exhibition presents over 250 pictures by Vivian Maier, an artist known on the international scene since 2007, when her photographic corpus was discovered a few years after her death in 2009.

6. AIDA, FIGLIA DI DUE MONDI

To celebrate the 150th anniversary of Aida, the Museo Egizio recounts the genesis, the historical context and the relationships that accompanied the birth of Verdi's opera, a masterpiece resulting from the dialogue between two worlds, Europe and Egypt.

7. FRIDA KAHLO. THROUGH THE LENS OF NICKOLAS MURAY

About fifty photographic portraits of Frida Kahlo and several correspondence letters between her and Muray compose the exhibition. The images, which date back to 1937-1946, explore the unique perspective of Muray.

8. REALI SENSI

The Royal Residences of Savoy in Piemonte have prepared a full calendar of events all based on the five senses. This is a different sort of tour for a unique experience in timeless places, where sumptuous architecture, historic halls and regal gardens are on display to sharpen your senses.

9. WORLD PRESS PHOTO EXHIBITION 2022

This year GAM in Turin will host the 66th edition of the World Press Photo Exhibition, organised for the sixth consecutive year in the city - the last two editions in the Sala del Senato in Palazzo Madama.

10. NATURECULTURES

At the same time as other international artists active since the end of the 1960s, the Arte Povera artists, many of them from Turin, investigated the reality of physical experience and channelled the invisible energy flowing through the world into their works.

11. THE LIBRARY.

The book collection, which has existed since at least the mid-seventeenth century, was enriched in the following century thanks to the international purchases of the viceroy Carlo Francesco II and his brother Tommaso Valperga, abbot of Caluso.

12. ESPRESSIONI CON FRAZIONI

The exhibition ESPRESSIONI CON FRAZIONI includes painting, sculpture, installation, collage, photography, video, sound art, performance and new forms of digital art. It unfolds across the entire complex of Castello di Rivoli.

13. DALLA GUERRA ALLA LUNA 1945-1969

Through a selection of about 80 shots, the temporary exhibition tells the story of Italy reborn from the rubble of the Second World War, the Marshall Plan with which America helped it

to restart, the boom of the 1960s and the advent of television, mass motorisation and the dreams of conquering the moon.

14. TORINO FRINGE FESTIVAL 2022

Torino Fringe is a live entertainment and performing arts festival that comes to life in theatres, unconventional spaces and squares, invading the city with quality shows and offering a showcase to the professional theatre companies that participate in it.

15. INTERPLAY/22 FESTIVAL

Twenty-nine companies and thirty-two performances in long and short formats, a journey among different choreographic geographies that includes fifteen Italian creations, eleven European companies and three coming from outside the continent.

Colloquio del 25 maggio 2022, alle ore 9,00

Diritto n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

181. Gli organi di governo del Comune. Definizioni e competenze.
182. Le cause di cessazione dalla carica del Sindaco.
183. Il Piano Esecutivo di Gestione (PEG).
184. La gestione della spesa.
185. Il Segretario comunale.
186. La valutazione di un dipendente di un ente locale.
187. Le responsabilità dei dipendenti degli enti locali.
188. La funzione del Codice di comportamento dei dipendenti pubblici.
189. Valutazione e ciclo della performance.
190. Le modalità di accesso al pubblico impiego.
191. Attività discrezionale e attività vincolata.
192. La fase istruttoria del procedimento amministrativo.
193. I tempi del procedimento amministrativo.
194. Vizi dell'atto amministrativo.
195. La motivazione dell'atto amministrativo.

Diritto n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

196. La funzione delle dichiarazioni sostitutive di certificazioni.
197. Registrazione e segnatura di protocollo.
198. Definizioni di documento di identità e documento di riconoscimento.
199. I rapporti tra amministrazione procedente e amministrazione certificante.
200. Cosa devono contenere i moduli per le dichiarazioni sostitutive?
201. La presentazione dell'offerta.
202. La fase propedeutica alla gara: programmazione e progettazione.
203. La centrale di committenza.
204. L'aggiudicazione della gara.
205. La tracciabilità dei flussi finanziari.
206. Quali sono gli organi responsabili della prevenzione della corruzione in un Comune.
207. L'Accesso civico semplice.
208. Chi è il titolare del trattamento dei dati e quali funzioni svolge?
209. Differenza tra Accesso civico semplice e generalizzato.
210. Il bilanciamento tra il diritto di accesso e il diritto alla Privacy.

Informatica:

211. Il comando *Tagliare* un testo del Microsoft Word cosa consente?
212. Il comando *Sostituisci* del Microsoft Word cosa consente?
213. Il candidato faccia esempi di hardware.
214. Che cosa è un Browser?
215. Cosa si intende con il termine Cloud?
216. Che cosa si intende per wi-fi?
217. Che cos'è la RAM?
218. Cosa si intende con l'espressione Navigare sul web?
219. Modalità per la creazione e salvataggio di un file di calcolo.
220. Come è possibile trasformare un file di testo in file pdf?
221. Che cos'è un virus informatico?
222. Quali file hanno estensione “.xls”?
223. Quale è la principale periferica di immissione dati?
224. Che cosa si intende per formattazione del testo?
225. A cosa serve il tasto Home in un Browser o in un sito web?

Inglese:

1. TORINO
Lively and elegant, always on the move, incredibly, Torino is a city immersed in greenery, with over 300 km of tree-lined avenues and countless parks: gently leaning against the hills and embraced by the Po, it owes much of its charm to its enchanting geographical position at the foot of the western Alps.
2. SALITE DEL CANAVESE. CIMENTO CANAVESANO 2022
For cyclists the challenges (the tests) are the hills.
The numbered and personalized ROADBOOK card indicates the hills, the route, the stamps to be affixed at the checkpoints, which are departure-passage-arrival: in order to be validated for each single stage, it is necessary to demonstrate that you have reached them.
3. PRIMAVERA GASTRONOMICA TRA BIELLESE ED EPOREDIESE
Two months of lunches and dinners based on edible wild herbs, involving more than 25 restaurants in the area between Biella and Ivrea. For information on individual events in restaurants, you can consult the social pages of the “Primavera Gastronomica tra Biellese ed Eporediese”, or scan the QRcode on the advertising poster.
4. SALTO RIGHTS CENTRE
SalTo Rights Centre is where the business of publishing is enabled. This is the area within the Salone Internazionale del Libro that facilitates meetings between professionals of the editorial world, through the exchange of rights - publishing, translation and film and tv series production.
5. THE CONGREGATION, THE FURNITURES AND THE CONVENT
Vittorio Amedeo II institutes in 1731 the Superga's Royal Congregation's Order. It had the duty to take care of the church and the Royal Tombs. The religious order was

suppressed at the end of XVIII century by will of the provisional French govern which temporally ascended to the power after Piedmon's invasion.

6. BOMBINGS

The 6-storey building, housing the municipal offices of the municipality of Turin (384) and some shops (2), was bombed twice, in 1942 and 1943. Both bombings were carried out by the RAF, with large-caliber disruptive bombs and very big. The damage caused was considerable: the part of the building towards via Bellezia and Garibaldi was destroyed and a large part of the roof towards via Garibaldi; all the rooms were damaged with broken doors, windows, glass and partitions.

7. TORINO

Torino must be discovered slowly, step by step, even by walking through streets and squares looking all around you, even upwards, and above all, the city has to be lived. For this reason, there are some things that are absolute "must-dos", "must-sees" and "must-tastes".

Here is our Torino, a city you don't expect!

8. THE ROYAL MUSEUM OF ANTIQUITIES AND EGYPTIAN RELICS AND THE ACADEMY OF SCIENCES

In addition to Egyptian antiquities, there were other relics: Roman, pre-Roman and prehistoric, together with a natural history section. The building was (and still is) shared with the Academy of Sciences. The Gallery of the Kings, or Statuary Gallery, was moved to the present premises, after first being laid out on the opposite side of the building.

9. CITY PALACE

Built on a project by Francesco Lanfranchi (from 1659) and decorated in competition with the contemporary setting up of the Doge's Palace, the new town hall was enlarged and renewed in the following two centuries. Staircase and reception rooms on the noble floor were designed by Lorenzo and Gaetano Lombardi.

10. GIARDINI REALI

The exhibition *Animali a Corte. Vite mai viste nei Giardini Reali* (Animals at Court. Unseen Lives in the Royal Gardens) is the proposal with which the Royal Museums intend to create an innovative tour in which the techniques and languages of contemporary art dialogue with the setting of the ancient residence.

11. ARTE A 33 GIRI

"Arte a 33 giri" is the exhibition that will open on 15 April at Spazio Musa in Turin, focusing on the glorious and fascinating history of vinyl art, full of curiosity because it is marked by encounters that are sometimes unusual, sometimes absolutely unsuspected.

12. IL GRANDE VUOTO. DAL SUONO ALL'IMMAGINE

The exhibition opens with a large empty space. It is not an empty space, however, but a space that is gradually saturated by the presence of the notes of the young, award-winning Roman composer Vittorio Montalti, who has composed the piece "Il Grande Vuoto" (The Great Void) for the occasion.

13. THE WORLD OF BANKSY: THE IMMERSIVE EXPERIENCE

After the great success of the last exhibition at Stazione Centrale in Milan, the exhibition "The World of Banksy - The Immersive Experience" is presented in the renovated lounge area of Torino Porta Nuova station.

The exhibition highlights influential pieces from Banksy and can be perceived as the framework of his career. Visitors can admire over 100 subversive artworks from 25th February to 29th May 2022 in a new and enticing environment.

14. MARTINI DISCOVERY TOUR

Explore the museums of Casa Martini, discover the aromatic plants and the ingredients that make Martini products unique. Visit the Mondo Martini Gallery, discover the history of the company and, finally, visit our production plant! At the end, guided tasting of some Martini products.

15. VERMOUTH CLASS

Don't miss the opportunity to participate in the interactive Vermouth Class, with our Brand Ambassador! Discover the secrets and the balancing games that lie behind the historic Martini vermouths, then have fun creating your own "symphony" and prepare your vermouth for real!

Colloquio del 25 maggio 2022, alle ore 14,00

Diritto n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

226. I doveri e le prerogative degli amministratori locali.
227. Gli assessori.
228. Lo Statuto comunale.
229. Il Documento unico di programmazione (DUP).
230. Il controllo di gestione.
231. Chi può incorrere nella responsabilità contabile?
232. Le specificità del rapporto di impiego pubblico
233. Cosa disciplina la Contrattazione Collettiva Nazionale?
234. Un dipendente pubblico che segnala un illecito, come deve essere tutelato?
235. La responsabilità disciplinare di un dipendente pubblico.
236. La partecipazione al procedimento.
237. La conferenza di servizi.
238. La semplificazione dell'azione amministrativa.
239. I pareri.
240. Responsabilità in caso di mancata o ritardata conclusione del procedimento amministrativo.

Diritto n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

241. In cosa consiste la protocollazione di un documento?
242. I certificati nel testo unico in materia documentazione amministrativa.
243. L'ambito soggettivo di applicazione del testo unico in materia di documentazione amministrativa.
244. Che cosa disciplina il testo unico in materia di documentazione amministrativa?
245. La P.A. è tenuta ad effettuare controlli sulle dichiarazioni sostitutive?
246. Le procedura di scelta del contraente.
247. I criteri di aggiudicazione.

- 248. Gli atti di indizione della gara.
- 249. I soggetti partecipanti alla gara.
- 250. Fasi della procedura di gara.
- 251. Qual è la differenza tra dati personali e dati sensibili.
- 252. Cosa si intende per Piano Triennale della Trasparenza e della Prevenzione della Corruzione di un Comune?
- 253. Cosa permette l'Accesso Civico semplice?
- 254. Cosa si intende per Whistleblowing?
- 255. La/Il candidata/o illustri i principi di trasparenza amministrativa.

Informatica:

- 256. Il comando copiare in un testo del Microsoft Word cosa consente?
- 257. Il comando trova del Microsoft Word cosa consente?
- 258. Che cos'è il web?
- 259. Quali sono esempi di software?
- 260. Che cosa si intende con il termine Pec?
- 261. Modalità di trasmissione di una cartella di files tramite posta elettronica
- 262. Strumenti e modalità per effettuare velocemente le somme di numerosi dati
- 263. Che cosa si intende per applicazione informatica?
- 264. Quali sono i sistemi operativi più diffusi?
- 265. Modalità di connessione di una rete di computer
- 266. Come trasferire documenti digitali ad altre persone?
- 267. Come modificare il carattere in word?
- 268. Quali file hanno estensione “.exe”?
- 269. Come può essere reso inefficace un virus informatico?
- 270. Cos'è la sicurezza informatica?

Inglese:

1. TORINO

Torino is an aristocratic “old lady” more than two thousand years old, whose vestiges are still visible in “her” main monuments, streets, squares and underground... an “old lady” reborn out of “her” own ashes, more dynamic, innovative and modern than ever but always proud of “her” great past.

2. SALITE DEL CANAVESE. CIMENTO CANAVESANO 2022

For cyclists the challenges (the tests) are the hills.

The Fuori Onda Bike Team is organizing this amateur event open to all cyclists who love the mountains and hills, to do on any type of bicycle (mtb, racing bike, e-bike, touring bike). There are 20 hills - 17 in the Canavese area, 1 in the Valle d'Aosta, 2 in the Biella area and 5 devoted to e-bikes - to be covered independently, at any time and with the appropriate kind of bicycle.

3. DISSIMILIS - RASSEGNA TEATRALE

The theatre show that pays homage to the world of uniqueness and diversity returns, with brilliant, intelligent shows in a small theatre in which the audience can get up close and personal to some of the most famous protagonists of the panorama of Italian theatre: one day a month dedicated to culture, beauty and liberty.

4. TORINO

The first capital of Italia invites you to discover its ancient and modern history, the Royal Residences, the palaces and museums, the parks and tree-lined avenues, the river and the mountains, the historic restaurants and cafes, the long arcaded streets and the multiethnic neighborhoods, the great events and the many small pleasures that have always made it unique, in a harmonious balance among the rational Roman urban planning, the moderate splendor of the Piemonte baroque and the originality of modern and contemporary architecture.

5. L'OPERA DEI MISSIONARI PROTESTANTI IN AFRICA AUSTRALE

The initiative, carried out by the Italian Geographic Society along with the Waldensian Cultural Centre Foundation, was established to create a "cultural infrastructure" capable of bringing together the evidence and documentation relating to the Protestant missions in southern Africa in the late nineteenth century and the first decades of the twentieth century, linking tangible and intangible cultural heritages of the greatest historical-documentary importance.

6. SALONE INTERNAZIONALE DEL LIBRO DI TORINO

Every year the whole book community is brought together at Lingotto Fiere exhibition centre. For publishers, the fair is the most important occasion for selling and presenting their latest publications. For its readers, the fair is the place where they can meet, discuss, be together and celebrate. For five days and five nights Turin opens its doors to the world.

7. LA BASILICA DI SUPERGA - THE ROYAL APARTMENT

The Royal Apartment was part of the original project wanted by Vittorio Amedeo II, who desired an out-and-out place to retire himself in the last years of his life. The project provided the built of an entire three floors edifice, beside the existing convent. The sovereign decided to assign the works to Filippo Juvarra, who couldn't complete them.

8. THE BIRTH OF THE BUILDING

When it was founded (1824), the Museo Egizio was housed in the building called the Collegio dei Nobili, built to a design by Michelangelo Garove from 1679 on. It was used to exhibit the first antiquities in the Drovetti collection, purchased by King Carlo Felice.

9. CITY PALACE

In line with the ducal urban renewal program of the city, at the end of 1658 the mayors of Turin approved the reconstruction of the municipal seat that had existed in the block of San Massimo since the fifteenth century. The project by the architect Francesco Lanfranchi († 1669), under construction since 1659, provided for a radical revision of the previous building essentially aimed at ennobling its shape and appearance.

10. TORINO PHOTO DAYS

TORINO PHOTO DAYS is the exhibition devoted to the language of photography, which promotes and networks the cultural realities active in the area.

The program of exhibitions, conferences and events is divided into numerous initiatives, such as the presentation of important collections and the creation of hybrid projects related to photos.

11. ARTE A 33 GIRI

At Spazio Musa in Turin, vinyls, sculptures, paintings, drawings, graphics and documents tell the iconic story of artists' covers, from Toulouse-Lautrec to the Talking Heads. A long

journey into art and music, through the space of limited dimensions but unlimited boundaries of the cover, an image that goes well beyond the surface of the cover and spreads widely, beyond barriers, just like sound.

12. IL GRANDE VUOTO. DAL SUONO ALL'IMMAGINE

Emptiness is a central concept in Buddhist doctrine: emptiness is not only the moment before the birth of all things, but also the final emptiness, the liberation of all sentient beings on a cosmic level. The exhibition 'The Great Void. From sound to image' is intended to offer the public a particularly engaging multi-sensory experience and is also a strong sign of hope for a future that is proving uncertain and discouraging.

13. THE WORLD OF BANKSY: THE IMMERSIVE EXPERIENCE

Graffiti on train stations first appeared in the late 1970s, and now this underground practice is making a big comeback thanks to "The World of Banksy – The Immersive Experience" in both literal and conceptual way.

After the great success of the last exhibition at Stazione Centrale in Milan, the exhibition "The World of Banksy - The Immersive Experience" is presented in the renovated lounge area of Torino Porta Nuova station.

14. ORGANALIA 2022

Concerts to make the most of places of worship, using the universal language of music.

The organist circuit Organalia 2022 is held over four homogeneous areas in the territory of the Metropolitan City of Torino: Ciriè area and Basso Canavese, Moncalieri area, Canavese and Lanzo, Ceronda and Casternone Valleys for 36 events overall.

15. OMBRE ATOMICHE + LO SGUARDO NEL MIRINO. AI MARGINI DELLA REGOLA

For the 2022 Spring program, Fondazione 107 stages two strong personalities of the Piedmontese artistic community, Lucia Nazzaro and Sergio Ragalzi, presenting two solo shows that, despite being exhibited in separate spaces, powerfully interact starting from the choice of the "palette" of colours: black and white, preferred colours of both artists but in particular the result of the common desire to develop a research with the epicentre of man.

Colloquio del 27 maggio 2022, alle ore 9,00

Argomento n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

271. Il presidente del Consiglio comunale.
272. Le funzioni dei dirigenti comunali.
273. Distinzione tra deliberazione e determinazione.
274. Il bilancio di previsione e il rendiconto della gestione.
275. Le attribuzioni della Giunta comunale.
276. il candidato illustri i Diritti Patrimoniali dei dipendenti pubblici
277. il candidato illustri i Diritti Non Patrimoniali dei dipendenti pubblici.
278. Cosa si intende per privatizzazione del rapporto di pubblico impiego?
279. Il Regolamento dell'ordinamento degli Uffici e dei servizi
280. Le sanzioni disciplinari.
281. Vizi del provvedimento amministrativo.
282. La determina o determinazione.
283. Il preavviso di rigetto.

- 284. Il ritardo nella conclusione del procedimento amministrativo.
- 285. Contenuto della comunicazione di avvio del procedimento.

Argomento n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

- 286. Il contenuto delle dichiarazioni sostitutive di certificazioni.
- 287. Le funzioni dei documenti di identità e di riconoscimento in materia di documentazione amministrativa.
- 288. L'obbligo di protocollazione.
- 289. Finalità del sistema di gestione informatica dei documenti.
- 290. I moduli per le dichiarazioni sostitutive.
- 291. Programma biennale per l'acquisto di beni e servizi.
- 292. Procedure aperte.
- 293. Approvazione proposta di aggiudicazione.
- 294. Criteri di selezione.
- 295. Cause di esclusione dalla gara.
- 296. Accesso civico generalizzato: diritti e limiti.
- 297. Attraverso quale trattamento i dati personali possono non essere più considerati tali?
- 298. Cos'è e quali sono i contenuti dell'Amministrazione Trasparente?
- 299. I soggetti coinvolti nella trattamento dei dati
- 300. Ruolo del Responsabile della Protezione dei Dati

Informatica:

- 301. Mentre si utilizza Microsoft Word come è possibile passare da un testo normale ad un testo in TESTO IN GRASSETTO o CORSIVO o SOTTOLINEATO?
- 302. Il comando incollare un testo del Microsoft Word cosa consente?
- 303. Che cosa è un motore di ricerca?
- 304. Come trasferire un documento cartaceo in forma digitale?
- 305. Che differenza c'è tra file e cartella?
- 306. Quali sono i software più comuni?
- 307. Cos'è la firma digitale?
- 308. Modalità per la creazione e salvataggio di un file di testo
- 309. Cosa si intende per cronologia di Internet?
- 310. Cosa si intende con il termine *spam*?
- 311. Cosa si intende per F.A.Q., acronimo inglese per "Frequently Asked Questions"?
- 312. Cosa si intende per stampante multifunzione?
- 313. Il comando SELEZIONA TUTTO del Microsoft Word cosa consente?
- 314. Differenza tra hardware e software.
- 315. Come è possibile preparare delle presentazioni?

Inglese:

1. ON MAY 18, 2022, CASTELLO DI RIVOLI JOINS THE INTERNATIONAL MUSEUM DAY: THE POWER OF MUSEUMS
Castello di Rivoli adheres to the **International Museum Day 2022: the power of Museums**, promoted by **ICOM**, which will be held on **May 18**, with programming focused

on the role of the museum as an area of innovation, in which **digital communication** and **education** contribute to making art and its multiple messages accessible and inclusive.

2. NATURECULTURES. ART AND NATURE FROM ARTE POVERA TO TODAY. FROM THE COLLECTIONS OF THE FONDAZIONE PER L'ARTE MODERNA E CONTEMPORANEA CRT AT CASTELLO DI RIVOLI

The exhibition is organized by OGR Torino and Castello di Rivoli Museo d'Arte Contemporanea with the extraordinary contribution of the Fondazione CRT and the support of the Fondazione per l'Arte Moderna e Contemporanea CRT which, since 2000, has enriched and enhanced the cultural heritage and art of the territory in an international dimension.

3. ESPRESSIONI CON FRAZIONI

ESPRESSIONI CON FRAZIONI opens on April 24, 2022. This exhibition marks a midway point in the overall ESPRESSIONI project, a multi-year exhibition and research programme that began in 2020 and will continue through 2023, which looks at human expressions in art from prehistory to today in societies across the world.

4. A LETTER FROM THE FRONT*. WORKS BY ARTISTS FROM UKRAINE

Ukrainian artists who participate in this event with their works are currently blocked in the cities under siege or have managed to take refuge in the border areas or in neighboring countries. They are mobilizing within or outside the borders of the war-torn country, measuring themselves against distances through their own bodies.

5. KARRABING FILM COLLECTIVE & ELIZABETH POVINELLI, THE FAMILY

In the frame of the exhibition EXPRESSIONS which will open on 24 April 2022, on Sunday 20 March at 5 pm in the Theater, Castello di Rivoli Museo d'Arte Contemporanea presents a conversation with anthropologist, scholar, and member of Karrabing Film Collective Elizabeth A. Povinelli (Buffalo, USA, 1962) and the Museum's Director Carolyn Christov-Bakargiev.

On that occasion will take place the Italian premiere of the film by Karrabing Film Collective *The Family*, 2021 (29'23"). The film questions the current ecological crisis, indigenous destruction, and cultural erasure produced in Northern Australia.

6. TRIBUTE TO PIER PAOLO PASOLINI. INTELLETTUALE (INTELLECTUAL), 1975, BY FABIO MAURI

On the occasion of the centenary of the birth of Pier Paolo Pasolini (Bologna, 1922 – Ostia, 1975), the Castello di Rivoli Museo d'Arte Contemporanea is organizing a tribute to the great writer, poet, author, film and theater director.

To celebrate the anniversary, the installation with projection, *Intellettuale (Intellectual)*, created by the artist and friend of Pasolini Fabio Mauri, will be presented from Thursday 3 to Sunday 6 March in the Museum Theater.

7. ANDREINA CERRUTI, CHAIRMAN OF THE FONDAZIONE CERRUTI, PASSED AWAY

The Fondazione Francesco Federico Cerruti per l'Arte and the Castello di Rivoli Museo d'Arte Contemporanea announce the passing of Andreina Cerruti, Chairman of the Fondazione Cerruti.

The funeral will be held on Thursday 20 January at 12 pm at the Gran Madre di Dio, Turin.

She was the daughter of Giuseppe Cerruti and Ines Castagneto, and she had a childhood characterized by an upbringing rigorous and already in school age she was involved in her father's bookbinding (rilegare) activity.

8. NEW EXHIBITIONS

In 2022, the program of Castello di Rivoli Museo d'Arte Contemporanea, primarily supported by Regione Piemonte, includes important new exhibitions, educational, research, collection, curation and public program activities.

"In the 21st century, a museum of contemporary Art needs to be reimagined," says Director Carolyn Christov-Bakargiev, "it is no longer just a container for large temporary exhibitions but a place rooted in its local community while able to project itself internationally into the world at the same time.

9. PAOLO PELLION DI PERSANO

In the context of the donation of the archive of Italian photographer Paolo Pellion di Persano to the Museum, an important nucleus of his photographic works was acquired by our Research Center. In autumn 2022 Castello di Rivoli will present the exhibition, dedicated to the figure of one of the most important contemporary Italian photographers who worked in close collaboration with artists of the Arte Povera.

10. PLANTS AND MINERALS. COMP(H)OSTING ACTIONS AND ECOLOGICAL COEXISTENCE

From November 3, 2022 to the end of February 2023, on the third floor of the Castello the cycle of works and actions Plants and Minerals. The exhibition, develops through performances and actions that emphasize the themes of soil, waste, co-evolution, cooperation and ecological coexistence in close relationship with the works of the artists.

11. THE CERRUTI COLLECTION

In 2022 guided tours of Villa Cerruti will continue. To expand the educational offer, in addition to the general visits that trace the history of the collection, new thematic visits will be promoted with the aim of deepening the knowledge of particular nuclei of works.

12. DIGITAL COSMOS

All the exhibitions presented at Castello di Rivoli will be accompanied by digital programs. For each collateral event there will also be a live streaming from Castello di Rivoli and the publication of 1-minute extracts on social channels. All digital content will be available within the DIGITAL COSMOS, the virtual space of the Museum.

13. 17TH ISTANBUL BIENNIAL

In collaboration with the Istanbul Biennale, the Castello di Rivoli Museo d'Arte Contemporanea realizes a new project by artist Renato, Little Concert for the Sea, which has its roots in the observation of ecosystem of the Mediterranean seabed. By bringing to attention the vital importance of an ecosystem in danger, Little Concert for the Sea, acts as an invitation to listen to the stories of migration.

14. MAGIC ELECTRIC BUS

Castello di Rivoli Museo d'Arte Contemporanea presents Magic Electric Bus.

Until December 2021, once a month, an arts program will take place on board an electric shuttle, during the journey of approximately 40 minutes from Turin to Rivoli. For the

occasion, IVECO BUS will supply an IVECO E-WAY Full Electric, a completely green vehicle with the latest generation of safety and power system.

15. MAGIC ELECTRIC BUS

Magic Electric Bus intends to create a dialogue between literature, art, and Museum exhibitions. Each journey will involve an author and almost an artist or a writer.

The project develops through the windows of the shuttle that are an element that divides but at the same time offers an unexpected reading of the city of Turin and connection between art and life.

Colloquio del 30 maggio 2022, alle ore 9,00,

Diritto n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

316. I rapporti tra Sindaco e Giunta.
317. Approvazione e contenuto dello Statuto comunale.
318. Le fasi dell'entrata.
319. Le determinazioni dei dirigenti.
320. L'ordinamento degli uffici e dei servizi nel Comune.
321. Qual è la normativa di riferimento per l'Organizzazione degli Uffici Pubblici e la Gestione del personale?
322. Regolamento dell'Ordinamento degli Uffici e dei servizi: chi lo approva e cosa disciplina?
323. Il candidato illustri le principali tappe del procedimento disciplinare
324. Il procedimento di contrattazione collettiva
325. I titolari della potestà disciplinare
326. Che cosa si intende per documento amministrativo?
327. Come si conclude la fase decisoria del procedimento amministrativo?
328. L'oggetto dell'atto amministrativo
329. Quando i pareri sono obbligatori?
330. Per quali atti non è richiesta la motivazione?

Diritto n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

331. L'esibizione del documento di identità o riconoscimento.
332. L'utilizzo delle certificazioni rilasciate dalla P.A.
333. Il sistema di gestione informatica dei documenti.
334. La legalizzazione di firme.
335. . La semplificazione in materia di documentazione amministrativa.
336. A quali procedure di gara si applica il principio di rotazione?
337. Cosa si intende per operatore economico?
338. Principi di trasparenza in materia di appalti.
339. Contenuto essenziale della determina a contrarre.
340. I criteri di aggiudicazione dell'offerta.
341. Accesso civico semplice e generalizzato. quali sono le similitudini e le differenze?
342. Cosa si intende per diritto di Accesso agli atti amministrativi?
343. Accesso agli atti nelle procedure di gara: vincoli e diritti.
344. Il candidato illustri il rapporto tra Riservatezza e Diritto di Accesso.
345. Il Regolamento Generale per la Protezione dei Dati Personali.

Informatica:

346. Mentre si utilizza Microsoft Word come è possibile passare da un testo giustificato ad un TESTO CENTRATO, ALLINEATO A DESTRA o ALLINEATO A SINISTRA?
347. Quali sono i principali strumenti di office?
348. Cosa è una slide di powerpoint?
349. Dove vengono memorizzati i dati su un PC?
350. Come effettuare la somma di diversi dati in excel?
351. Come effettua la media di diversi dati in excel?
352. Modalità per copiare un gruppo di celle in excel.
353. Quali file hanno estensione “.doc”?
354. Che cosa è un Database?
355. Quale funzione si potrebbe utilizzare per ordinare una serie di dati in un foglio di calcolo?
356. Quale funzione si potrebbe utilizzare per ordinare una serie di nomi in un documento word?
357. Che cosa si intende con il termine “Backup”
358. Che cosa è un server?
359. Che cosa si intende per *sito internet*?
360. Esempi di sistemi operativi

Inglese:

1. The Cloister (il chiostro)
The cloister, projected by Filippo Juvarra, is surrounded by a double sequence of arches and is characterized by a beautiful Italian Style garden. The garden is decorated with box hedges disposed to create a labyrinth shaped decoration.
2. School-Work Alternation
The School-Work Alternation project provides for collaboration between the Museum and upper secondary school tracks interested in museums, Egyptology and tourism. This project is divided into two operational phases.
3. 26 May 2022
The President of the Council of Ministers, Mario Draghi, had a telephone conversation this afternoon with the President of the Russian Federation, Vladimir Putin.
The conversation focused on developments in the situation in Ukraine and on the efforts to find a shared solution to both the ongoing food crisis and its serious repercussions on the world's poorest countries.
4. The Royal Tombs
The project for the construction of the Royal Tombs is committed, in 1774, to architect Francesco Martinez by King Vittorio Amedeo II.
The Mausoleum has a Latin cross shape and houses, in its center, the Sarcophagus of the King, funeral monument for the last King of Sardinia. In the lateral wings is possible to admire the Crypt of the Infants and the Crypt of the Queens.

5. **Insitutional activities**
The Torino Chamber of Commerce supports the local economy development through targeted initiatives and agreements aimed at strengthening both business and institutional partnerships with foreign entities located in strategic countries.
6. **I am welcome**
The Museo Egizio intends to promote itself as a place for meeting and dialogue and as an intermediary in overcoming social barriers. Organised on the occasion of World Refugee Day, the “I am welcome” evening offers a programme of activities held on the museum premises (locali).
7. **NRRP, green light from the European Commission to the first instalment (rata) of 21 billion.**
The European Commission has given the green light to the first instalment of financing for Italy of 21 billion euros from the Recovery Fund. "We consider that Italy has made good progress to receive its first payment under NextGenerationEU" wrote European Commission President Ursula von der Leyen.
8. **WILDLIFE PHOTOGRAPHER OF THE YEAR**
The Fortress of Bard will be the first Italian venue for the 57th *Wildlife Photographer of the Year exhibition*, the world’s most prestigious nature photography contest, run by London’s Natural History Museum.
9. **A digital hub to connect the tourism industry**
The tourism industry was one of the worst hit by the pandemic.
This is why the National Recovery and Resilience Plan includes important support measures to help relaunch this sector, among which the optimisation of services through a digital hub, connecting the entire tourism industry.
10. **More nursery schools to reduce educational and gender inequalities**
Italy has a shortage of nursery school places, as is often reported on in the press and experienced first-hand by many Italian families, especially in the south of the country. In order to tackle this shortage, Mission 4 of the NRRP – Education and Research – has set a priority: to increase the educational offer for children aged 6.
11. **Torino la mia città**
Since the opening of the Nuovo Museo Egizio, meetings and visits have been organised for representatives of various foreign communities present in the region, mainly from Egypt.
In particular, an interesting initiative was held in collaboration with the non-profit organisation MIC – Mondì in Città.
12. **Universal Civil Service National Centre**
The city of L’Aquila has been chosen as the home for the newly established Universal Civil Service National Centre. This centre will be used to welcome, house and train teachers and instructors for civilian service activities.
13. **Teenager egiziani e Museo**
Since 2014, a group of twenty Egyptian students have the chance to study at the Des Ambrois Upper Secondary School, in Oulx (close to Turin), thanks to scholarships (borse di studio) donated by the Egyptian Foundation, which is based in Calabria and has been very active in Italy in the past few years.

14. BIERFEST – BEER FESTIVAL IN GRESSONEY

The *Bierfest* is ready to return in Gressoney-Saint-Jean for four days. The festival was born at the beginning of the 1980s as a simple village festival, but its fame has now spread to the neighbouring valleys and to the rest of the region, Piedmont and northern Italy.

15. Savor Piemonte

Savor Piemonte offers those seeking new flavors the chance to live the complete Piemonte experience thereby fully understanding what makes these foods and this place so special. If you are ready to immerse yourself in our region and to discover our hidden treasures, just relax and start your trip!

Colloquio del 30 maggio 2022, alle ore 14,00

Argomento n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

361. Il funzionamento del Consiglio comunale.
362. Gli istituti di partecipazione popolare.
363. L'impegno di spesa.
364. Competenze di indirizzo e competenze gestionali nell'ente locale.
365. Ripartizione di competenze tra Giunta e Consiglio comunale in materia di programmazione e bilancio.
366. Quali sono i livelli di contrattazione collettiva nel pubblico impiego?
367. Ruolo dell'Ufficio Provvedimenti Disciplinari
368. Quali sono gli obblighi del dipendente pubblico e dove sono disciplinati?
369. Chi approva il Piano Triennale del Fabbisogno del Personale?
370. Quali sono le fasi del procedimento disciplinare?
371. Le determinazioni dirigenziali.
372. I pareri dei responsabili dei servizi.
373. Il dovere di astensione del RUP.
374. Tipologie di conferenza di servizi.
375. Incompetenza ed eccesso di potere.

Diritto n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

376. I limiti all'utilizzo dei certificati.
377. Perché si protocolla un documento?
378. Modalità dei controlli sulle dichiarazioni sostitutive.
379. Compiti e doveri del dipendente addetto a ricevere la documentazione amministrativa.
380. L'invio telematico di istanze o documenti.
381. Affidamento diretto di lavori, servizi e forniture.
382. Approvazione del contratto.
383. Procedure negoziate.
384. Il MEPA.
385. Fasi del rapporto contrattuale con la P.A.
386. Il Responsabile della Prevenzione della Corruzione e della Trasparenza.
387. Cosa si intende per FOIA?
388. Cosa si intende per Privacy by Design?
389. Qual è il ruolo dell'OIV nella prevenzione della corruzione nelle Pubbliche Amministrazioni?

390. Differenze tra il responsabile del trattamento dei dati e l'incaricato.

Informatica:

391. Il comando Tagliare un testo del Microsoft Word cosa consente?
392. Il comando Sostituisci del Microsoft Word cosa consente?
393. Il candidato faccia esempi di hardware
394. Che cosa è un Browser?
395. Cosa si intende con il termine Cloud?
396. Che cosa si intende per wi-fi?
397. Che cos'è la RAM?
398. Cosa si intende con l'espressione Navigare sul web?
399. Modalità per la creazione e salvataggio di un file di calcolo
400. Come è possibile trasformare un file di testo in file pdf?
401. Che cos'è un virus informatico?
402. Quali file hanno estensione “.xls”?
403. Quale è la principale periferica di immissione dati?
404. Che cosa si intende per formattazione del testo?
405. A cosa serve il tasto Home in un Browser o in un sito web?

Inglese:

1. Dal Nilo al Po... e ritorno.
In order to foster the intercultural dialogue, the Museo Egizio joined a project in collaboration with the Museo d'Arte Orientale, addressed to young people from the Egyptian community, which has a long history in the Turin area. The Egyptian School “Il Nilo”, in Turin, is involved in the project.
2. AN INCREDIBLE RACE.
A unique event in the world, in pure skyrunning style, for athletes who love to run in the mountains and want to test themselves in a tough race that will make them touch the sky with a finger crossing moraines, snow-covered paths and glaciers.
3. WILDLIFE PHOTOGRAPHER OF THE YEAR.
The *100 stunning (sbalorditive) images* on display were selected by an *international panel of eminent experts and wildlife photographers from over 50,000 shots submitted by photographers from all over the world.
4. The Museum, the research and the restauration.
Research and creating an international network are the areas in which the Museo Egizio continues to invest, in order to grow and to become an established and world-renowned institution: this approach is not only addressed to the scientific community, but also to all those who recognize in the dynamism of the institution a way to open up to a heterogeneous audience.
5. What are The Missions?
The six Missions represent the Plan's six main intervention areas. They are: Digitalisation, innovation, competitiveness, culture and tourism; green revolution and ecological transition; infrastructures for sustainable mobility; training and research; inclusion and cohesion; health.

6. Miramar, due mondi uno schermo.
From the 11th to the 14th of May 2017, in collaboration with the Amici Collaboratori del Museo Egizio Association, a series film screenings open to the public was presented at the Museo Egizio, which in those days turned into, not only a movie theatre, but also a meeting place, where to talk about Egypt and related issues.²⁰
7. What are The priority?
The priority of the National Plan for Recovery and Resilience is the realisation of the ecological and digital transition, and the recovery of delays that historically have penalised the Country, as related to young people, gender inequality and territorial divide.
8. Percorsi.
The Museo Egizio has joined the “Articolo 10” Association project, based in Turin, which has the purpose to help and assure medical coverage to foreign women, children and families. A 4-step course is organized, in order to give access to information such as where to find help concerning healthcare, household, jobs, and other services.
9. The Royal Tombs History.
The crypt, which houses the Savoia Family’s Royal Tombs, has been built in the Basilica of Superga’s vaults by King Vittorio Amedeo III’s will, but the purpose to have a mausoleum for the Savoia Family was already in the intentions of Vittorio Amedeo II.
10. HISTORICAL CARNIVAL OF VERRÈS.
The year was 1449 and Caterina di Challant and her consort Pierre d’Introd came down to Verrès, escorted by a handful of armed guards. After lunch with the Reverendo Pietro di Chissé, Provost of the Minster of Saint Gilles, they made their way to the main square in front of the church. Everyone started dancing in time with the music.
11. The Museum outside the Museum.
The programme “The Museum outside the Museum” grew out of a commitment to make the contents of the Museo Egizio’s collections accessible to all those unable to visit the Museum in Via Accademia delle Scienze. For the various institutions (hospitals, prisons, schools, universities) a special educational path has been developed to reach and involve new publics.
12. What is the goal of the investment?
The goal of the investment is to make port activities more compatible and harmonious with urban activities and life, thanks to interventions to reduce energy consumption and increase environmental sustainability, also using renewable energy.
13. Il bello che fa bene.

Since 2014, with the collaboration of Fondazione Forma, the Museum has organized laboratories addressed to children and teens, aged 5 to 17 years old, at the Regina Margherita children's hospital. Since 2018, the laboratories program has become more regular, with many activities scheduled during the year.

14. Active guidance in school-university transition.

Increase the number of graduates, encouraging the passage from secondary school to university, in order to reduce the drop out rate from university studies at the same time. The purpose is to improve attendance rates and the level of learning, the number of students admitted for subsequent academic years.

15. The Torino Chamber of Commerce.

The Torino Chamber of Commerce is a public institution with autonomy of statute, regulation, management and accountability. The Chamber is almost entirely self-funded. Its income derives largely from the annual Membership fee paid by all companies based in the Province that are listed in the Register of Enterprises.

Colloqui del 31 maggio 2022, alle ore 08,55

Diritto n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

- 406. I diritti dei consiglieri comunali.
- 407. L'autonomia statutaria dei Comuni.
- 408. Gli atti dei dirigenti.
- 409. Il visto contabile.
- 410. La procedura di approvazione del bilancio.
- 411. Il candidato illustri il piano triennale del fabbisogno del personale.
- 412. La valutazione della performance nel pubblico impiego.
- 413. Ciclo della performance, valutazione e controlli interni.
- 414. Il candidato illustri le responsabilità dei dipendenti pubblici.
- 415. Differenza tra responsabilità civile e penale del dipendente pubblico.
- 416. Quali sono i compiti del responsabile del procedimento?
- 417. Da quando iniziano a decorrere i termini per la conclusione del procedimento?
- 418. Qual è il contenuto della comunicazione di avvio del procedimento?
- 419. Struttura dell'atto amministrativo.
- 420. Quali sono i principi che regolano l'attività amministrativa?

Diritto n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

- 421. I principi del testo unico in materia di documentazione amministrativa.
- 422. La semplificazione nella presentazione di istanze alla P.A.
- 423. Cos'è l'autocertificazione?
- 424. I ruoli dell'amministrazione procedente e dell'amministrazione certificante.
- 425. Per quali documenti è previsto l'obbligo di protocollazione?
- 426. Quali sono gli atti di programmazione delle stazioni appaltanti?
- 427. Ruolo e funzione del responsabile del procedimento in materia di appalti.
- 428. Principi per l'aggiudicazione e l'esecuzione degli appalti.
- 429. Tipi di procedure di gara.
- 430. Quali materie disciplina il codice dei contratti pubblici?
- 431. Gli organi responsabili della prevenzione della corruzione nella PA.

- 432. Il candidato illustri i diritti del titolare dei dati.
- 433. Quali sono le differenze tra l'accesso ai documenti della pubblica amministrazione e l'Accesso Civico Generalizzato?
- 434. I Dati personali secondo il GDPR.
- 435. Competenze del Responsabile della Prevenzione della Corruzione e della Trasparenza.

Informatica:

- 436. Il comando copiare in un testo del Microsoft Word cosa consente?
- 437. Il comando trova del Microsoft Word cosa consente?
- 438. Che cos'è il web?
- 439. Quali sono esempi di software?
- 440. Che cosa si intende con il termine Pec?
- 441. Modalità di trasmissione di una cartella di files tramite posta elettronica
- 442. Strumenti e modalità per effettuare velocemente le somme di numerosi dati
- 443. Che cosa si intende per applicazione informatica?
- 444. Quali sono i sistemi operativi più diffusi?
- 445. Modalità di connessione di una rete di computer
- 446. Come trasferire documenti digitali ad altre persone?
- 447. Come modificare il carattere in word?
- 448. Quali file hanno estensione “.ppt”?....
- 449. Come può essere reso inefficace un virus informatico?
- 450. Cos'è la sicurezza informatica?

Inglese:

1. The Dome
The entrance to reach the dome is located inside the Basilica of Superga.
A spiral staircase of 131 steps will lead you to the external balcony of the dome.
From the balcony it is possible to admire a marvelous landscape with a spectacular view over the city, the valleys and mountains all around.
2. The Basilica
The Basilica of Superga has been built by will of Duke Vittorio Amedeo II, because of a vow he made to the “Madonna delle Grazie” in 1706, when the city of Turin was putted under siege by the French-Spanish army. The project of the Basilica is by Filippo Juvarra, architect born in Messina who worked for the Savoia House.
3. What do we mean by Digitalisation and innovation?
Digitalisation and innovation are tools required to modernise the Country. They involve the technological development of manufacturing processes, infrastructures, schools, administrations, buildings and healthcare.
4. Historical Tranvia a Cremagliera Sassi- Superga
The historical Tramvia a Cremagliera allows to an unusual and fascinating course that brings the visitor to the top of the hill and to the Basilica di Superga in 20 minutes.
5. The Royal Apartment

The Royal Apartment was part of the original project wanted by Vittorio Amedeo II, who desired an out-and-out (vero e proprio) place to retire himself in the last years of his life. The project provided the built of an entire three floors edifice, beside the existing convent.

6. **SUMMER 2022 IN MONTEROSA STARTS ON THE 1ST OF JUNE**
Nature, culture, trekking, mountaineering and outdoor experiences across Piedmont and the Aosta Valley. Here's what awaits you!
We are planning a season full of activities and appointments.
7. **ON 25 JUNE, THE MONTE ROSA SKYMARATHON THE HIGHEST SKYRUNNING RACE IN EUROPE, RETURNS TO ALAGNA VALSESIA.**
Running up and down on Monterosa, the return of the most incredible marathon ever is upon us! (è su di noi), world-class athletes, coming from 38 different countries of the world, will compete on the Alagna-Margherita-Alagna route with 35 km of pure adrenaline.
8. **Il mio Museo**
In collaboration with the Turin based MIC Association (Mondi in Città ONLUS), the Museum aims to promote the integration of women who immigrated from Egypt and North Africa to the city.
9. **WILDLIFE PHOTOGRAPHER OF THE YEAR**
The different images immortalize animals and nature, not only in their beauty and diversity, but also in their fragility and underline *the importance of defending and safeguarding the planet*.
10. **Circular economy and waste management**
Strengthen the separate waste collection network and material treatment and recycling plants to improve the circular economy and waste management throughout the country.
11. **Papiro Tour Ancient Egypt in the library**
The Egyptian Museum celebrates reading, on the occasion of the 150th anniversary of the establishment of the Library Service, with a special project: a travelling exhibition dedicated to papyri, in particular the Book of the Dead, the discovery of hieroglyphs (geroglifici) and other forms of Egyptian writing.
12. **ARTEMISIA – EXHIBITION OF MOUNTAIN PLANTS AND FLOWERS**
The old village centre, from 10 a.m. until sunset, will be transformed into an *open-air garden*: specialised exhibitors will display a *large variety of flowers and plants* linked to the Alpine region and beyond, with colours, scents and many varieties to discover.15.
13. **Torino & Piemonte in the world**
Piemonte region is located North-West of Italy, close to the borders with France and Switzerland.
On the banks of the Po river and surrounded by the Alps, Torino is the capital city of Piemonte region, fourth largest Italian city in terms of population and the third biggest economic and industrial hub after Milan and Rome.

14. Lucky to speak Arabic

Devoted to the New Italians, the promotion campaign “Lucky to speak Arabic” aims to encourage enjoyment of the city’s cultural offerings, enabling Arabic-speaking citizens to be increasingly part of the community where they have chosen to live and share the future.

15. Savor Piemonte

Savor Piemonte is a celebration and an invitation to savor the authentic flavors of Italy from this compelling region of the north. An initiative born with the desire to highlight the special producers of the area who are dedicated to preserving the distinctive flavors of their land through traditional recipes, as well as the land itself through their careful production methods.

Colloquio del 31 maggio 2022, alle ore 14,05

Diritto n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

1. Le funzioni della Giunta comunale.
2. Il Sindaco può essere sfiduciato?
3. Nomina e funzioni del Segretario comunale.
4. I rapporti tra organi di governo e dirigenti del Comune.
5. I principali documenti di programmazione.
6. La disciplina dei doveri del dipendente pubblico
7. Il Candidato illustri la disciplina del rapporto di lavoro pubblico
8. Cos’è la contestazione di addebiti in un procedimento disciplinare?
9. Cosa viene disciplinato dalla Contrattazione Collettiva Decentrata Integrativa?
10. Il candidato illustri la disciplina della tutela del dipendente pubblico che segnala un illecito
11. Tipi di silenzio
12. La S.C.I.A.
13. Chi sono i controinteressati?
14. Che cosa si intende per interesse legittimo?
15. Annullabilità del provvedimento amministrativo.

Diritto n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

16. I controlli sulle dichiarazioni sostitutive.
17. In cosa consistono la legalizzazione di una firma e di una fotografia?
18. Gli elementi di semplificazione in materia di documentazione amministrativa.
19. Quali stati, fatti o qualità personali si possono autocertificare?
20. Per quali documenti non sussiste l'obbligo di protocollazione?
21. Cosa si intende per mercato elettronico?
22. Le soglie comunitarie.
23. L’esecuzione dell’appalto.
24. Come vengono stabiliti i termini per la presentazione delle domande di partecipazione e delle offerte?
25. Come avvengono le comunicazioni e gli scambi di informazioni nell’ambito delle procedure di gara?
26. Il candidato illustri le principali caratteristiche dell’Accesso Civico Universale.
27. Descriva le differenza tra il Titolare, il responsabile e l’incaricato del trattamento dati.
28. Cosa si intende per Privacy by Default?

29. Il candidato illustri la disciplina dell'Accesso Civico Semplice.
30. Il candidato illustri la disciplina del Whistleblowing.

Informatica:

31. Mentre si utilizza Microsoft Word come è possibile passare da un testo normale ad un testo in TESTO IN GRASSETTO o CORSIVO o SOTTOLINEATO?
32. Il comando incollare un testo del Microsoft Word cosa consente?
33. Che cosa è un motore di ricerca?
34. Come trasferire un documento cartaceo in forma digitale?
35. Che differenza c'è tra file e cartella?
36. Quali sono i software più comuni?
37. Cos'è la firma digitale?
38. Modalità per la creazione e salvataggio di un file di testo.
39. Cosa si intende per cronologia di Internet?
40. Cosa si intende con il termine spam?
41. Cosa si intende per F.A.Q., acronimo inglese per "Frequently Asked Questions"?
42. Cosa si intende per stampante multifunzione?
43. Il comando SELEZIONA TUTTO del Microsoft Word cosa consente?
44. Differenza tra hardware e software.
45. Come è possibile preparare delle presentazioni?

Inglese:

1. The Basilica.
The baroque complex, inaugurated in 1731, is 75 meters tall, 51 meters long, and is located at 672 meters above sea level. The interior is enriched by six chapels, four altars and a Main Altar, decorated with sculptures and monuments in Carrara marble.
2. 27 May 2022.
The President of the Council of Ministers, Mario Draghi, had a telephone conversation this afternoon with the President of Ukraine, Volodymyr Zelensky.
The conversation focused on the latest developments in the situation on the ground, with particular reference to the country's eastern regions.
3. Museo Egizio per Balon Mundial.
In 2018, the Museo Egizio started a collaboration with Balon Mundial, the Migrant Communities Cup, a project born in order to foster intercultural dialogue through sport. Up until now, the league has involved the communities of 30 different countries, all based in Turin, and 17 accommodation centres around the city.
4. A basket of delights.
Piemonte is a land of vineyards and hills, mountains and lakes and a gourmet's favourite destination in any season, where you can taste over 370 traditional food and beverage products.
Here you can find extremely high-quality local products, from famous Alba white truffle to glorious wines, from delicious artisan cheeses to a number of varieties of rice.
5. About Football...

On May 4th 1949 the Grande Torino football team's airplane crashed on the hill behind the Basilica of Superga's convent. To remember them a commemorative tombstone has been collocated on the back of the complex, and still today it is destination for supporters and followers.

6. AMA: ALAGNA-MARGHERITA-ALAGNA.

The Monte Rosa SkyMarathon is an international skyrunning competition that takes place in Alagna Valsesia. An exciting and long-awaited race, to be covered in pairs, which follows the original route completed for the first time in 1993.

7. Public Administration.

Generational turnover in PA (Public Administration) has been slow and partial in the last decade. In addition to this, PA must manage a series of structured and complex regulations and procedures which have become embedded (inserito) and which impact negatively on the growth potential of public and private investment.

8. Justice.

The Italian judicial process is often slow, obscuring the real value of justice. A fast and high-quality legal system drives competition: in fact, there is a close correlation between justice and economics. The country's economic recovery is therefore conditional on the approval of effective reforms and investments.

9. The father of mp3.

In 1988 an engineer from Torino, Leonardo Chiariglione, founded the ISO standards committee known as Moving Picture Experts Group (MPEG). He can be considered the "father" of both the MPEG, the committee for standardization in audio and video compression, and the MP3 which has become the most popular format for compressing audio files.

10. IL FANTALAGO.

Il Fantalago is a *summer holiday centre*. The children will spend beautiful *days in the open air* with games, laughter, jumps, art workshops and will have the chance to meet new friends: these are the magic ingredients of a summer that will be unforgettable, thanks to the professionalism of the entertainers of the Indaco Cooperative.

11. Liberi di imparare.

The project aims to share information about the Museo Egizio collections and its activities to the inmates (detenuti) of the Lorusso Cutugno prison. A corpus of objects, namely the funerary equipment of the tomb of Kha, was chosen and presented during a lecture to the inmates.

12. The Torino Chamber of Commerce.

The Torino Chamber of Commerce supports local economy by designing and managing special programs to promote Piedmontese companies abroad. The initiatives described below are aimed at training local companies in doing business with potential foreign players based in specific target markets, to support them in developing international business partnerships.

13. Italia Domani, the National Recovery and Resilience Plan.

Italy will have a more efficient and digitized public administration. Italian citizens will benefit from more modern, sustainable and widespread transport. The investments and reforms included in Italia Domani will make the country more territorially cohesive, with a more dynamic labour market and without gender or age discrimination.

14. The first electronic desktop computer.

The first electronic desktop computer was designed and built by Giorgio Perotto Olivetti in 1964. It was called Programma101, but was better known as the "Perottina", and in October 1965 it was presented to the BEMA show in New York where it gained a lot of attention. In 1967, Hewlett Packard paid \$900,000 to Olivetti. A symbolic one dollar was paid by Olivetti to Mr. Perotto as the inventor of the first personal computer in history.

15. Women in Business Committee (comitato).

The Women in Business Committee was established at the Torino Chamber of Commerce in 1999 when the Union of Italian Chambers of Commerce signed an agreement with the Ministry of Productive Activities. The Committee is composed by 21 members in behalf (per conto) of local business, professional and labour associations, banks and Chamber of Commerce.

Colloquio del 7 giugno 2022, alle ore 9,00

Diritto n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

451. I consiglieri comunali.
452. La potestà regolamentare del Comune.
453. I controlli interni ed esterni sulla gestione degli enti locali.
454. I residui attivi e passivi.
455. Distinzione tra poteri di indirizzo e poteri di gestione.
456. Il candidato illustri la disciplina della responsabilità contabile del dipendente dell'Ente Locale
457. Quali sono i diritti patrimoniali del pubblico dipendente?
458. Quali sono i diritti non patrimoniali del pubblico dipendente?
459. Il candidato illustri la disciplina di accesso al pubblico impiego
460. Quali sono le caratteristiche del rapporto di lavoro alle dipendenze di una pubblica amministrazione ?
461. Il Diritto Di Partecipazione Del Controinteressato.
462. La struttura dell'atto amministrativo.
463. I termini di conclusione del procedimento amministrativo.
464. Gli accordi sostitutivi.
465. In quale atto vanno comunicati al richiedente i motivi di non accoglimento di un'istanza?

Diritto n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

16. La semplificazione dei rapporti tra cittadini e P.A. in materia di documentazione amministrativa.
17. Quali certificati non possono essere sostituiti da altro documento?
18. Il protocollo informatico.
19. La legalizzazione di firme e di fotografie.
20. Le dichiarazioni sostitutive.
21. Gli atti di programmazione in materia di appalti

22. Il principio di rotazione a quali tipi di procedure di gara si applica?
23. Quali sono le fasi delle procedure di gara?
24. Che ruolo riveste il responsabile del procedimento nelle procedure di GARA?
25. A quali tipi di affidamento si applica il criterio di aggiudicazione del minor prezzo? e quello dell'offerta economicamente più vantaggiosa?
26. Quali sono i ruoli dell'Anac e dell'OIV nella prevenzione della corruzione nelle Pubbliche Amministrazioni?
27. Il Candidato illustri la disciplina dell'Accesso Civico Semplice e Generalizzato.
28. Il candidato illustri gli eventuali limiti del Diritto di Accesso Civico Generalizzato.
29. Il candidato illustri le finalità e i contenuti della sezione "Amministrazione Trasparente" di un sito pubblico.
30. La trasparenza amministrativa e i rapporti con la riservatezza.

Informatica:

31. Mentre si utilizza Microsoft Word come è possibile passare da un testo normale ad un testo in TESTO IN GRASSETTO o CORSIVO o SOTTOLINEATO?
32. Il comando incollare un testo del Microsoft Word cosa consente?
33. Che cosa è un motore di ricerca?
34. Come trasferire un documento cartaceo in forma digitale?
35. Che differenza c'è tra file e cartella?
36. Quali sono i software più comuni?
37. Cos'è la firma digitale?
38. Modalità per la creazione e salvataggio di un file di testo
39. Cosa si intende per cronologia di Internet?
40. Cosa si intende con il termine *spam*?
41. Cosa si intende per F.A.Q., acronimo inglese per "Frequently Asked Questions"?
42. Cosa si intende per stampante multifunzione?
43. Il comando SELEZIONE TUTTO del Microsoft Word cosa consente?
44. Differenza tra hardware e software
45. Come è possibile preparare delle presentazioni?

Inglese:

1. TOURIST PACKAGES AND SERVICES
Pristine mountain landscapes and noble Royal Residences, futuristic architecture and breathtaking nature, traditional flavours and international events ... the journey, the selecting of the hotel or bed&breakfast, restaurants, museums, theme tours... organizing your stay in Torino can be made easy by using the services and the packages arranged by our Incoming Operators, valid the whole year through or designed specifically for tourists coming to special events.
2. EHP Congress 2023 to Torino
Torino will host the 41st EUROHEAT & POWER International Congress, the main European event on district heating scheduled from 22nd to 24th May 2023 at Lingotto Conference Centre with 400 delegates including technicians, operators, companies and associations coming from all over Europe.
3. ONCE AGAIN EACR HAS CHOSEN TORINO

Torino has got EACR 2023, the 29th Congress of the European Association for Cancer Research, which will be held at Lingotto Exhibition Centre from 12 to 15 June 2023 and will attract more than 1,500 participants of the highest scientific level in the field of oncology.

4. **Wed in Italy – An Italian Wedding**
What is a couple of videobloggers doing in the Diana Gallery of the Reggia di Venaria or on a boat on the River Po in romantic poses? It is obvious: they are looking for the ideal venue to say the fateful yes. In fact, "Wed in Italy - An Italian wedding" has come to Torino and Piemonte, a national format inspired by TV series, developed together with Positivitrip, a couple of YouTubers, Francesco and Veronica.
5. **THE VALUE OF THE LOCAL ACADEMIC WORLD**
Among the many congresses that Torino will host in the coming months, there are two congresses that prove the value of the local academic world as a key factor in the destination's congress development.
The 11th European Conference on Solar Chemistry and Photocatalysis: Environmental Applications (SPEA11 Conference) will be held in Torino from 6 to 10 June 2022.
6. **PROMOTIONAL ACTIVITY IN SPRING, LET'S MEET FACE-TO-FACE**
After two years, IMEX Frankfurt is also back in person from 30 May to 2 June: the international MICE exhibition was postponed due to the Omicrom variant. You will find us at the Stand Italia in the Piemonte Region section.
7. **CONVENTION BUREAU'S NEW PARTNERS**
The Consorzio Terre Reali del Piemonte is in the Hotel Reservation Centre category and it is the ideal partner for the accommodation management of every kind of events, with a dedicated and highly performing booking engine.
8. **CONGRESSES IN 2022 AND 2023, THE ASSOCIATIONS CHOOSE TORINO**
The associative sector is showing encouraging signs of recovery. Numerous associations have chosen Torino to hold their face to face congress in 2022 or 2023. These following congresses were recently confirmed: the 46th COMPSAC International Conference which will take place from 27 June to 1 July 2022, organized by Symposium (400 pax expected); Pax=visitatori
9. **The Mole lights up for EHP 2023**
Torino is one of the candidate cities to host the 41st EUROHEAT & POWER Congress.
On the evenings of 30 and 31 August a video mapping, which has been created to celebrate the bid (candidatura), will be projected on the Mole Antonelliana, the landmark building of Torino. The bid book was made by Turismo Torino and the Provincia Convention Bureau in collaboration with the IREN Group.
10. **NITTO ATP FINALS AND DAVIS CUP IN TORINO**
These are the results of a joint effort of a "team" of local and non-local institutions that support the Italian Tennis Federation (FIT) and the ATP (Association of Tennis Professionals) for the first event and always the FIT and the ITF (International Tennis Federation) for the second one.

11. Great success and excitement for the 30th MPI Italia Convention
Over 100 meeting professionals celebrated the restart of events, in Torino from 2nd to 4th July, for “Meet The ChaMPIons” the 30th Annual Meeting of MPI Italia Chapter that we hosted in partnership with VisitPiemonte, l’ATL Langhe Monferrato Roero and a network of local partners actively involved, from team building activities to hospitality at the NH Centro Hotel.
12. ISO 20121, the City of Torino got sustainable events certification
Torino aims to offer practical support to event organizers with a focus on relevant issues, including accessibility, biodiversity and nature conservation, working conditions and social protection, energy, waste, noise, choice of materials, short supply chain, transport and logistics and emissions reducing into the atmosphere.
13. Castello del Valentino
Savoy Royal Residences, located in Torino and its surroundings, are a journey along monumental architecture styles between XVII and XVIII century, and an expression of monarchy ideology.
Added to UNESCO world heritage list since 1997
14. European Royal Residences Network
Since 1995, the institutions in charge of the most prestigious Palace Museums in Europe have come together to form the European Royal Residences Network.
The Association of European Royal Residences (ARRE) have been created since 2001.
15. The Association of European Royal Residences (ARRE)
The ARRE enables them to work together and share their knowledge and experience in the preservation and promotion of the rich cultural heritage in their care, to the benefit of the millions of visitors they receive each year.

Colloquio del 7 giugno 2022, alle ore 14,05

Diritto n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

466. I compiti del Sindaco come capo dell'amministrazione.
467. L'autonomia regolamentare dei Comuni.
468. I pareri dei responsabili dei servizi.
469. Lo status degli amministratori locali.
470. Le attribuzioni del Consiglio comunale in materia di programmazione e bilancio.
471. Il candidato illustri la disciplina del contratto di lavoro individuale nel pubblico impiego.
472. Cosa disciplina il Regolamento dell’Ordinamento degli Uffici e dei Servizi?
473. Il candidato illustri la disciplina delle sanzioni disciplinari.
474. Quali sono i contenuti principali del codice di comportamento?
475. Il candidato illustri la disciplina della responsabilità amministrativa di un dipendente dell’Ente Locale.
476. Il diritto di accesso ai sensi della legge n. 241 del 1990.
477. La patologia dell’atto amministrativo.

- 478. Tipi di conclusione del procedimento amministrativo.
- 479. I pareri: tipologia ed effetti sul procedimento amministrativo.
- 480. Le fasi del procedimento amministrativo.

Diritto n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

- 481. Il contenuto delle dichiarazioni sostitutive dell'atto di notorietà.
- 482. La semplificazione in materia di istanze da presentare alla P.A.
- 483. Le copie autentiche nel testo unico in materia di documentazione amministrativa.
- 484. La disciplina in materia di dichiarazioni sostitutive.
- 485. La disciplina in materia di protocollazione dei documenti.
- 486. Il contenuto minimo della determina a contrarre.
- 487. Esistono diversi tipi di procedure negoziate?
- 488. Quali sono le fasi delle procedure di gara?
- 489. Che tipi di offerte sono anomale? come vanno trattate?
- 490. Come avvengono i pagamenti agli operatori economici nella fase di esecuzione dell'appalto?
- 491. Il candidato illustri i principali Attori della trasparenza e dell'anticorruzione
- 492. Il candidato illustri la disciplina del Piano triennale della trasparenza e della prevenzione della corruzione
- 493. Quali sono le differenze tra il Titolare del trattamento dei dati ed il Responsabile del trattamento dei dati?
- 494. Il problematico rapporto tra accesso e riservatezza
- 495. Il candidato illustri le differenze tra dati comuni e personali

Informatica:

- 496. Mentre si utilizza Microsoft Word come è possibile passare da un testo giustificato ad un TESTO CENTRATO, ALLINEATO A DESTRA o ALLINEATO A SINISTRA)?
- 497. Quali sono i principali strumenti di office?
- 498. Cosa è una slide di powerpoint?
- 499. Dove vengono memorizzati i dati su un PC?
- 500. Come effettuare la somma di diversi dati in excel?
- 501. Come effettua la media di diversi dati in excel?
- 502. Modalità per copiare un gruppo di celle in excel.
- 503. Quali file hanno estensione “.doc”?
- 504. Che cosa è un Database?
- 505. Quale funzione si potrebbe utilizzare per ordinare una serie di dati in un foglio di calcolo?
- 506. Quale funzione si potrebbe utilizzare per ordinare una serie di nomi in un documento word?
- 507. Che cosa si intende con il termine “Backup”
- 508. Che cosa è un server??
- 509. Che cosa si intende per sito internet?
- 510. Esempi di sistemi operativi.

Inglese:

1. THE VALUE OF THE LOCAL ACADEMIC WORLD

The 9th Congress of the International Society for Cancer Metabolism will take place from 29 June to 2 July at the MBC - Molecular Biotechnology Center (Centro Interdipartimentale di Ricerca per le Biotecnologie Molecolari) of the University of Torino. The event will attract Italian and foreign researchers specialised in the study of the role of metabolism in tumour processes, a very promising aspect for the development of new therapies.

2. **PROMOTIONAL ACTIVITY IN SPRING, LET'S MEET FACE-TO-FACE**
BIT is back and we couldn't miss the MICE Village, the area dedicated to the meetings industry where you can meet national and international buyers. In these days we are at the MICE workshop with a busy agenda of B2B appointments.
3. **CONVENTION BUREAU'S NEW PARTNERS**
ToGet4U and Consorzio Terre Reali del Piemonte are the new partners of our Conference Operators Registry. Belonging to the Hostess and Steward category, ToGet4U is the first portal entirely dedicated to the search for Hostess, Promoter, Interpreters, Steward and Models, created by the ASDM startup.
4. **CONGRESSES IN 2022 AND 2023, THE ASSOCIATIONS CHOOSE TORINO**
The associative sector is showing encouraging signs of recovery. Numerous associations have chosen Torino to hold their face to face congress in 2022 or 2023. These following congresses were recently confirmed: the X Congress "Adaptive cities through the post pandemic lens" organized by AISU International with the Polytechnic and the University of Torino to be held from 6 to 10 September 2022 (600 pax expected).
5. **TIEF 2021, resolve and resilience**
Turin Islamic Economic Forum (TIEF) comes back. It is broadcast live on 13th, 14th and 15th October from the OGR - Officine Grandi Riparazioni, one of the largest European venues dedicated to innovation, fintech, blockchain and Artificial Intelligence. The Forum aims to promote social integration and financial innovation through a deeper understanding of the rules and opportunities offered by Islamic finance.
6. **NITTO ATP FINALS AND DAVIS CUP IN TORINO**
Autumn in Torino means international tennis. At Pala Alpitour from 14 to 21 November 2021 and for the next five years, the best 8 players and teams in the world of the ATP ranking will compete. Then, from 25 to 29 November, the arena will host two groups and the quarter-finals of the Davis Cup.
7. **Great success and excitement for the 30th MPI Italia Convention**
A rich programme with a lot of speakers who touched contemporary and visionary themes. The keynotes Laura Milani, President of Paratissima, and Svevo Moltrasio, author, director and film critic, inspired the audience starting from the design of change to the awareness and enhancement of Italian excellence.
8. **ISO 20121, the City of Torino got sustainable events certification**
The City of Torino got ISO 20121 certification for the sustainable management of its cultural events.
The certificate was issued by the Bureau Veritas and it guarantees compliance with the requirements for the development of a sustainable event management system.

9. THE ROYAL RESIDENCES OF PIEMONTE

Come and discover the Court of Italy! It is the Royal Residences of Turin and Piedmont, UNESCO World Heritage Site: maisons de plaisance and sumptuous gardens, theater of the refined court life and a real proof of the Savoy House hegemony. In this journey through ages you will experience stunning settings and an extraordinary cultural heritage, unforgettable moments to live with your family, in couple or among friends for a day like a King!

10. Castello del Valentino

In the 1500s it was a riverside residence located out of town, and its period of maximum splendour was under Christine of France, the first regent in the Savoy State, who chose it to be the palace of entertainment, extending it according to French tastes and promoting the rich decoration of the rooms on the piano nobile.

11. Christine of Bourbon

Christine of Bourbon, the thirteen year old wife of prince Victor Amadeus, received the VALENTINO castle as a gift in 1619 from Charles Emmanuel I and transformed it into a "maison de plaisance".

12. Natural and cultural world heritage

Some of the Savoy Residences of Turin and Piedmont have been registered in the World Heritage List since 1997.

Each Residence is distinguished by particular characteristics which, in their entirety, offer an extraordinary part of the history of Piedmont and of Italy, with particular reference to the events that led to the formation of the unitary State.

13. Court Life

Life in the Court of Savoy was a mix of amusements and ceremonies in the luxurious residences ringing the city, built to create a refined "Crown of Delights" around the capital, as a demonstration of the magnificence of the House of Savoy.

14. MERENDA REALE®

The Royal Chocolate Time can be a travel through time: taste a Merenda Reale® in the historic cafés of the town or in the cafeterias of the Royal Residences. Choose between a steaming hot chocolate or a Bicerin, presented with the irresistible "bagnati"(small bisquits for dipping) and other chocolate specialties.

15. CAFFE' REALE TORINO

The building once housed the royal fruitery, before being transformed to a library and finally a humble storeroom. Today, following extensive renovations, the building has been restored to its former royal glory. The interior is regal, full height, illuminated wooden showcases display beautiful porcelain from the Royal family's collections.

Colloquio del L'8 giugno 2022, alle ore 9,00

Diritto n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

1. I compiti del Sindaco come ufficiale di Governo.
2. Struttura e funzione del Documento Unico di Programmazione.

3. Le deliberazioni degli organi.
4. Le competenze del dirigente.
5. Il Consiglio comunale.
6. Quali sono i doveri di un dipendente pubblico?
7. Cos'è l'audizione in contraddittorio in un procedimento disciplinare?
8. Quali sono i contenuti principali del contratto collettivo decentrato integrativo?
9. Com'è tutelato un dipendente pubblico che segnala un illecito?
10. Il candidato illustri la disciplina della responsabilità civile dell'impiegato pubblico.
11. Cosa si intende per controinteressato?
12. I vizi dell'atto amministrativo.
13. Chi stabilisce i termini di conclusione del procedimento AMMINISTRATIVO.
14. Quali strumenti di semplificazione sono individuati dalla LEGGE N. 241/1990?
15. Cosa si intende per silenzio assenso?

Diritto n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

16. Gli strumenti di semplificazione nel testo unico in materia di documentazione amministrativa.
17. Le conseguenze in caso di dichiarazioni sostitutive non veritiere.
18. Atto notorio e dichiarazione sostitutiva.
19. Il processo di decertificazione.
20. La disciplina in materia di copie autentiche.
21. Cosa si intende per principio di rotazione?
22. Quali operatori economici possono partecipare alle PROCEDURE DI GARA?
23. Quali sono i principi che devono essere garantiti dalle stazioni appaltanti nella predisposizione delle procedure di gara?
24. Cosa disciplina il codice dei contratti?
25. Cosa si intende per bando di gara?
26. Il candidato illustri la disciplina dell'accesso agli atti nelle procedure di gara
27. Il candidato illustri la disciplina della privacy ai sensi del GDPR
28. La disciplina dei diritti del titolare dei dati.
29. Il ruolo dell'organo nazionale nella prevenzione della corruzione nelle pubbliche amministrazioni.
30. Ruolo del responsabile del trattamento dei dati.

Informatica:

31. Il comando Tagliare un testo del Microsoft Word cosa consente?
32. Il comando Sostituisci del Microsoft Word cosa consente?
33. Il candidato faccia esempi di hardware
34. Che cosa è un Browser?
35. Cosa si intende con il termine Cloud?
36. Che cosa si intende per wi-fi?
37. Che cos'è la RAM?
38. Cosa si intende con l'espressione Navigare sul web?
39. Modalità per la creazione e salvataggio di un file di calcolo
40. Come è possibile trasformare un file di testo in file pdf?
41. Che cos'è un virus informatico?
42. Quali file hanno estensione “.xls”?
43. Quale è la principale periferica di immissione dati?
44. Che cosa si intende per formattazione del testo?

45. A cosa serve il tasto Home in un Browser o in un sito web?

Inglese:

1. **Castello della Mandria**
The Royal Apartments, perfectly furnished and preserved, consist of 20 rooms with a cosy (accogliente) and family-like nature, which revealed the choices and tastes of the client. To this historical building is now added the importance and value of the wildlife heritage of the park, with hiking trails among ancient trees and delightful small architectural gems.
2. **Castello di Agliè**
With a history going back seven centuries, involving dukes, princes and kings, the Castle of Agliè, formerly belonging to the marquises of San Martino, has an ancient and noble past, as can be seen by the variety of decor that still features in apartments and gardens.
3. **Castello di Govone**
A fortress dating back to medieval times, it was reconstructed in its current baroque form by the counts Solaro, to whom are due the statues decorating the facade which came from the Palace of Venaria, and the 18th century Chinese wallpaper decorating many of the rooms.
4. **Castello di Moncalieri**
Much loved by the women in the House of Savoy, such as Queen Marie Adelaïde and the princesses Clotilde and Laetitia, the castle was a place for holidays, where the education of the young princes was imparted and also the setting for ludic events: fragments of history and reminders of the family still linger in the royal apartments, connected to the huge park that extends over the hill.
5. **Castello di Racconigi**
From the times of Charles Albert through to the fall of the monarchy, the Royal family would spend its holidays in this imposing castle built by Guarini for the princes of Carignano. It is surrounded by a majestic park, the work of the garden designer Xavier Kurten and one of the most important examples in Europe of the sensitivity to nature and scenery that prevailed
6. **Castello di Rivoli**
Owned by the Savoy since 1247, the castle was the first court of the Duchy of Savoy. In the 1600s it was transformed into courtly residence by Carlo and Amedeo di Castellamonte. The complex also gained the "Manica Lunga", the art gallery of dukes, more than 140 metres long.
7. **Palazzo Carignano**
Palazzo Carignano, one of the most original baroque constructions, stands out for its undulating façade in terracotta and for its atrium with the double staircase. In 1679 Emanuele Filiberto di Savoia-Carignano gave the commission to build the Palazzo to Guarino Guarini, who drew inspiration from Bernini's drawings for the Louvre.
8. **Castello di Rivoli**

In the 1700s, Victor Amadeus II commissioned Juvarra to produce a grandiose rebuilding project, works that were never to be concluded. The incompleteness of the construction, emphasised by the restoration by Andrea Bruno in 1980s, has created an evocative line of continuity extending from the past, to the present and future

9. Palazzina di Caccia di Stupinigi

Filippo Juvarra designed the exceptional architecture for the sovereign, styled on the model of contemporary Central European Residences. For completing the project, also Benedetto Alfieri and other architects of the 1700s lent a hand, while cabinetmakers and carvers, stucco decorators and gilders helped to achieve the final decorative display.

10. Palazzo Chiabrese

With its austere proportions, Chiabrese Palace closes the square in front of the Royal Palace to the west, extending up to the Guarinian Church of St Lorenzo. It was erected, presumably by reshaping pre-existing medieval buildings, at the end of the 16th century, when Duke Emanuele Filiberto decided to renovate the central square of his new capital and commissioned the design to Ascanio Vittozzi.

11. Tenuta di Pollenzo

It was Charles Albert who first realised the agricultural potential of Pollenzo, creating a proper farm with vineyards and wine cellars, where the wine-making techniques experimented at the time are now still in use for the principal reds of the Langhe district.

12. Villa della Regina

After careful restoration, the Villa of the Queen has been reopened to the public. Acting as a dramatic backdrop to the city, it is in the centre of Italianate gardens with pavilions, fountains and agricultural areas once again in production.

13. AL CASTELLO - Grinzane Cavour

The restaurant is hosted in one of the most important and ancient castles of the Langhe. Camillo Benso di Cavour used to spend time in this castle, which offers a magnificent view over the surrounding vineyards. In a picturesque environment, the restaurant proposes a local cuisine produced with high quality ingredients.

14. AL SORRISO

Situated on the Cusio hills, the restaurant offers a sophisticated local cuisine, using first-class ingredients. Among the menu specialities, one can find green ravioloni with Bettelmat cheese, mountain herbs and Alpine butter, Parmesan crème brûlée and aubergine and Williams pears flan with coconut and lemongrass scallops. Dessert highlights include vanilla and lavender soufflé with pear and strawberry sauce.

15. ABBAZIA SACRA DI SAN MICHELE

The Sacra of San Michele, an imposing religious architectural complex of Romanesque times, was founded around 1000 A.D. is the symbolic monument of the Piemonte (Piedmont) Region since 1994. Founded as a Benedictine abbey, it is one of the oldest places of worship dedicated to the Arcangelo Michele (Archangel Michael); the Rosminians fathers are its current custodians.

Colloquio del 8 giugno 2022, alle ore 14,10,

Diritto n. 1 (D.Lgs. 267/2000, D.Lgs. 165/2001 e C.C.N.L., a Legge 241/1990):

1. Le competenze degli organi di governo del Comune.
2. I controlli interni negli enti locali.
3. DUP, bilancio di previsione e PEG.
4. Competenze degli organi di governo e competenze dei dirigenti.
5. Il ruolo e le prerogative dei Consiglieri comunali.
6. Il candidato illustri il procedimento di contrattazione collettiva.
7. La programmazione del fabbisogno del personale.
8. Ruolo del Responsabile della Struttura Organizzativa nel procedimento disciplinare.
9. La valutazione del dipendente pubblico.
10. Il candidato illustri la disciplina delle responsabilità dell'impiegato pubblico.
11. La comunicazione di avvio del procedimento è obbligatoria?
12. Quale soggetto adotta gli atti conclusivi del procedimento?
13. La motivazione dell'atto amministrativo è obbligatoria?
14. L'atto adottato da un soggetto incompetente può produrre effetti?
15. Cosa si intende per eccesso di potere?

Diritto n. 2 (D.P.R. 445/2000, D.Lgs. 50/2016, Trasparenza, Anticorruzione e Privacy):

16. Le misure di semplificazione nel testo unico in materia di documentazione amministrativa.
17. I doveri d'ufficio del funzionario pubblico in materia di documentazione amministrativa.
18. La modulistica per la presentazione delle dichiarazioni sostitutive.
19. La disciplina in materia di autocertificazione.
20. La disciplina in materia di protocollo.
21. Come avvengono le comunicazioni e gli scambi di informazioni nelle procedure di gara?
22. Cosa sono le centrali di committenza?
23. Quando avviene la stipula del contratto in materia di appalti?
24. Cosa si intende per affidamento diretto?
25. Cosa si intende per contratti pubblici? quale normativa si applica?
26. Il candidato illustri le differenze tra l'Accesso Civico e l'Accesso agli atti amministrativi.
27. Quali sono le funzioni del Responsabile della Prevenzione della Corruzione e della Trasparenza?
28. Trasparenza Amministrativa: quale rapporto tra diritto di accesso e riservatezza?
29. Il candidato illustri cosa si intende per Privacy by design e by default.
30. Cosa si intende per Accesso Civico Semplice?

Informatica:

31. Il comando copiare in un testo del Microsoft Word cosa consente?
32. Il comando trova del Microsoft Word cosa consente?
33. Che cos'è il web?
34. Quali sono esempi di software?
35. Che cosa si intende con il termine Pec?
36. Modalità di trasmissione di una cartella di files tramite posta elettronica

37. Strumenti e modalità per effettuare velocemente le somme di numerosi dati
38. Che cosa si intende per applicazione informatica?
39. Quali sono i sistemi operativi più diffusi?
40. Modalità di connessione di una rete di computer
41. Come trasferire documenti digitali ad altre persone?
42. Come modificare il carattere in word?
43. Quali file hanno estensione “.ppt”?
44. Come può essere reso inefficace un virus informatico?
45. Cos'è la sicurezza informatica?

Inglese:

1. **Castello di Agliè**
Surrounded by a park with ancient trees and vast glasshouses, the castle has over 300 rooms, containing a legacy of furniture and precious, eclectic collections ranging from paintings to archaeological finds and through to surprising ornithological and oriental collections.
2. **Castello di Govone**
Acquired by the Savoy family at the end of the 18th century, it was selected by Charles Felix as his summer residence: the king had the interiors redecorated with spectacular frescos and glorious trompe-l'oeil, like those based on mythology that decorate the reception room of honour.
3. **Castello di Moncalieri**
One of the oldest of the Savoy residences, the Castle of Moncalieri, located just a short way from Torino, rises in all its restrained monumentality to guard the River Po.
Built in the medieval period for defence purposes, it was transformed by the Savoy into a “place of delight” by extensive enlarging and embellishing.
4. **Castello di Racconigi**
From the times of Charles Albert through to the fall of the monarchy, the Royal family would spend its holidays in this imposing castle built by Guarini for the princes of Carignano. It is surrounded by a majestic park, the work of the garden designer Xavier Kurten and one of the most important examples in Europe of the sensitivity to nature and scenery that prevailed during Romanticism.
5. **Palazzo Chiabrese**
In 1753 Carlo Emanuele III assigned the palace to his son Benedetto Maurizio, Duke of Chiabrese, born to his third wife, Elisabetta of Lorena, and entrusted the court architect, Benedetto Alfieri, with the task of renovating and extending its apartments; the Alfieri intervention, which involved the partial demolition and the raising of the pre-existing building, gave Chiabrese Palace its current appearance
6. **Palazzo Carignano**
With its present day square structure, Palazzo Carignano is a symbolic place of the history of the Savoy dynasty and the Italian “Risorgimento”. In the palace were born Carlo Alberto and Vittorio Emanuele II, and it was the seat of the Subalpine Parliament and the first Parliament of the newly unified Italia.

7. **Castello di Rivoli**
Starting out in the 11th century as a military stronghold, the Castle of Rivoli is now home to the Museum of Contemporary Art which has a prestigious permanent collection and occasional major exhibitions in an original historical and architectural context.
8. **Castello di Valcasotto**
Originally a Carthusian monastery, it was acquired by the Savoy and transformed into a castle and hunting lodge by Charles Albert: the project managed to brilliantly combine the simplicity of a former convent with the monumental style fitting (raccordo) any residence of the Savoy.
9. **Musei Reali**
the Royal Palace, the Savoy Gallery, the Royal Armoury, the Royal Library and the Archaeological Museum, together constitute the Royal Museums of Torino, a project which underlines the central focus of the city and its artistic heritage within the international panorama.
10. **Palazzina di Caccia di Stupinigi**
A place of leisure and hunting, this was the favourite spot of the Savoy family for spectacular parties and solemn marriages, as well as being the residence of Napoleon in the early 19th century. Filippo Juvarra designed the exceptional architecture for the sovereign, styled on the model of contemporary Central European Residences.
11. **ABBAZIA SACRA DI SAN MICHELE**
From the east, the cult of the Archangel spread and developed into the Mediterranean regions, particularly in Italy, where it united with the expansion of Christianity. In the fifth century on the promontory of the Gargano rose the most ancient and most famous place of worship of the west, the Santuario (Sanctuary) of San Michele in Monte Sant'Angelo.
12. **ABBAZIA DI FRUTTUARIA**
The Benedictine Abbey of Fruttuaria was founded at the beginning of the eleventh century by Guglielmo of Volpiano. The Abbey testifies to the historical changes suffered over the centuries, when around the 1400s after a phase of decline it came to its abolition, in 1585 it was transformed into a collegiate church.
13. **MAUSOLEO DELLA BELA ROSIN**
The circular Mausoleum is a neoclassical building designed by the architect Angelo Demezzi in 1886 to house the remains of Rosa Vercellana (La Bela Rosin), themorganatic wife of King Vittorio Emanuele II. Surrounded by a rectangular park of about thirty thousand square metres, enclosed by a wall standing about three metres tall, it overlooks Strada del Castello di Mirafiori, on the border between the municipalities of Turin and Nichelino.
14. **ABBAZIA DI VEZZOLANO**
The first document that mentions the church of Santa Maria of Vezzolano dates back to 1095, but the actual building dates back to the end of the 12th century. The canonical complex of Vezzolano, often inappropriately called Abbazia (Abbey), housed religious individuals who followed the rule of Sant'Agostino (St. Augustine).

15. ABBAZIA DI STAFFARDA

The Staffarda Abbey is an imposing abbey complex, founded in the XII century in a Romanesque style that includes a church, the monastic buildings and nine farms. Founded between 1122 and 1138 on the territory of the ancient Marchesato of Saluzzo (Marquisate of Saluzzo), the Cistercian Benedictine Abbey in a few decades reached a considerable economic importance.