



Città di Orbassano

**UFFICIO GESTIONE DEL PERSONALE
E ORGANIZZAZIONE**

PROCEDURA CONGIUNTA DI INTERPELLO PER L'ASSUNZIONE DI N. 2 (DUE) ISTRUTTORI AMMINISTRATIVI - CONTABILI - AREA DEGLI ISTRUTTORI (EX CATEGORIA C), A TEMPO PIENO PRESSO IL COMUNE DI ORBASSANO, RIVOLTO AGLI IDONEI DELL'ELENCO DI CUI ALL'ARTICOLO 3-BIS DEL D.L. 9 GIUGNO 2021, N. 80.

DOMANDE PROVA ORALE DEL 18/12/2023

BUSTA 1

1. principi costituzionali di imparzialità e buon andamento
2. Elementi costitutivi del comune
3. Funzioni fondamentali dei comuni
4. La potestà regolamentare del comune
5. Il Consiglio Comunale: entrata in carica e composizione
6. Competenze del Consiglio Comunale
7. La Giunta Comunale: nomina e composizione
8. Le competenze della Giunta Comunale
9. Sindaco: elezione ed entrata in carica
10. Cosa succede in caso di impedimento permanente o rimozione del Sindaco?
11. Attribuzioni del Sindaco quale capo dell'Amministrazione
12. Attribuzioni del Sindaco quale ufficiale di governo
13. Il potere di ordinanza del Sindaco
14. I dirigenti del Comune: nomina e attribuzioni
15. Il principio di separazione tra attività di indirizzo e attività gestionale
16. I pareri negli atti del Comune
17. Gli elementi essenziali dell'atto amministrativo
18. La motivazione dell'atto amministrativo
19. La nullità dell'atto amministrativo
20. L'annullamento dell'atto amministrativo

BUSTA 2

1. Il bilancio di previsione
2. Cosa è il PEG?
3. Cos'è il DUP
4. Le fasi dell'entrata negli Enti Locali
5. Le fasi della spesa negli Enti Locali

6. Il Responsabile per la prevenzione della corruzione
7. La trasparenza amministrativa
8. L'accesso civico
9. La protezione dei dati personali
10. Come viene acquisito il consenso dell'interessato per l'utilizzo dei dati
11. La determina a contrarre
12. La scelta del contraente
13. L'affidamento diretto di un contratto
14. La procedura aperta per l'aggiudicazione di un appalto
15. L'aggiudicazione degli appalti pubblici
16. Il CIG
17. Chi è il RUP
18. Chi è l'operatore economico
19. Differenza tra aggiudicazione al prezzo più basso e offerta economicamente più vantaggiosa
20. Cosa è il MEPA (Mercato Elettronico della Pubblica Amministrazione)

BUSTA 3

1. Le autocertificazioni
2. Le dichiarazioni sostitutive dell'atto di notorietà
3. L'autentica di copie di documenti
4. La responsabilità amministrativa del pubblico dipendente
5. Diritti e doveri del pubblico dipendente
6. Il codice di comportamento del pubblico dipendente
7. Quali conseguenze comporta la violazione del codice di comportamento
8. L'esclusività del rapporto di lavoro del pubblico dipendente
9. Il pubblico dipendente può svolgere prestazione lavorativa al di fuori dell'ente da cui dipende?
10. Cosa deve fare un dipendente pubblico in caso di conflitto di interesse
11. Il dipendente pubblico può ricevere regali?
12. Il Contratto collettivo Nazionale di Lavoro
13. Il Responsabile del procedimento ai sensi della L. 241/90
14. Le fasi del procedimento amministrativo
15. I termini di conclusione del procedimento
16. I diversi tipi di silenzio
17. L'accesso agli atti ai sensi della legge 241/1990
18. L'accesso agli atti dei consiglieri comunali
19. Differenza tra documento analogico e documento informatico
20. SPID

INFORMATICA

1. Qual è la differenza tra input e output? Fare un esempio di periferiche di input e di output.
2. In cosa consiste il backup?
3. Qual è la differenza tra Hardware e Software?
4. Quali sono le combinazioni rapide da tastiera per i comandi Copia Incolla Taglia?
5. Che cosa significa "zippare" un file?
6. Che cos'è la firma digitale?
7. Nell'invio di una mail cosa significa il campo "ccn"? A cosa serve?
8. Che cos'è la pec?
9. Che cos'è un sistema operativo?

10. È possibile ripristinare un file che per errore è stato spostato nel cestino?
11. Che cos'è un browser?
12. Per cosa si utilizza in Word il comando Copia Formato?
13. Nel programma Word, cos'è un paragrafo di testo?
14. Cosa si intende per formattazione del testo?
15. Che cos'è una rete LAN?
16. A cosa serve il programma Excel? Che tipo di programma è?
17. Che cos'è Power Point?
18. Che cos'è lo Spamming?
19. Cosa sono le F.A.Q.?
20. Che differenza c'è tra i comandi Rispondi e Rispondi a tutti?

INGLESE

1. My Wonderful Family

I live in a house near the mountains. I have two brothers and one sister, and I was born last. My father teaches mathematics, and my mother is a nurse at a big hospital. My brothers are very smart and work hard in school. My sister is a nervous girl, but she is very kind. My grandmother also lives with us. She came from Italy when I was two years old. She has grown old, but she is still very strong. She cooks the best food!

2. My day

First, I wake up. Then, I get dressed. I walk to school. I do not ride a bike. I do not ride the bus. I like to go to school. It rains. I do not like rain. I eat lunch. I eat a sandwich and an apple.

I play outside. I like to play. I read a book. I like to read books. I walk home. I do not like walking home. My mother cooks soup for dinner. The soup is hot. Then, I go to bed. I do not like to go to bed.

3. My name is John

Hi! Nice to meet you! My name is John Smith. I am 19 and a student in college. I go to college in New York. My favorite courses are Geometry, French, and History. English is my hardest course. My professors are very friendly and smart. It's my second year in college now. I love it!

I live in a big house on Ivy Street. It's near the college campus. I share the house with three other students. Their names are Bill, Tony, and Paul. We help each other with homework. On the weekend, we play football together.

4. Our Vacation

Every year we go to Florida. We like to go to the beach.

My favorite beach is called Emerson Beach. It is very long, with soft sand and palm trees. It is very beautiful. I like to make sandcastles and watch the sailboats go by. Sometimes there are dolphins and whales in the water!

Every morning we look for shells in the sand. I found fifteen big shells last year. I put them in a special place in my room. This year I want to learn to surf. It is hard to surf, but so much fun! My sister is a good surfer. She says that she can teach me. I hope I can do it!

5. Preparing food

Jack was hungry. He walked to the kitchen. He got out some eggs. He took out some oil. He placed a skillet on the stove. Next, he turned on the heat. He poured the oil into the skillet. He cracked the eggs into a bowl. He stirred the eggs. Then, he poured them into the hot skillet. He waited while the eggs cooked. They cooked for two minutes. He heard them cooking. They popped in the oil.

Next, Jack put the eggs on a plate. He placed the plate on the dining room table. Jack loved looking at his eggs. They looked pretty on the white plate. He sat down in the large wooden chair. He thought about the day ahead. He ate the eggs with a spoon. They were good.

6. The House

Mr. and Mrs. Smith have one son and one daughter. The son's name is John. The daughter's name is Sarah.

The Smiths live in a house. They have a living room. They watch TV in the living room. The father cooks food in the kitchen. They eat in the dining room. The house has two bedrooms. They sleep in the bedrooms. They keep their clothes in the closet. There is one bathroom. They brush their teeth in the bathroom.

The house has a garden. John and Sarah play in the garden. They have a dog. John and Sarah like to play with the dog.

7. Mary and Robert's parents

Mary and Robert's parents live in a big house near the River Thames. Every day they go out for a walk. They come back home at lunch time. They usually have lunch at home with Mary and her boyfriend George. George lives in Canterbury, but works in London. He's an engineer. Mary is 35 years old. She works in a shoe-shop. In her free time Mary likes listening to music or going to the cinema. She loves romantic comedies. George doesn't like going to the cinema. He prefers playing tennis with his friend John. Robert is 37. He's a writer. His wife's name is Sally. They have two children, Eileen, 6, and Tommy, 2.

8. Amanda and Davide

Amanda is 25 years old. She's studying medicine at Bologna University. She's likable and kind and so has lots of friends. She's going out with a young man called Davide.

He's 30 years old and works as an engineer in Ferrara. Davide loves going out in the evenings, to the cinema or to meet friends.

Amanda and Davide have been together for three years. They live in different cities but, luckily, Bologna and Ferrara are not very far apart.

Amanda has the keys to Davide's house and Davide has keys to Amanda's. The two young people don't have any secrets.

Today is Wednesday and Amanda has no lessons at the university. But also, today is a special day for Amanda and Davide, and so she wants to give him a surprise...

9. Collina Fiorita

'Collina Fiorita' is an elegant apartment complex in the suburbs of Naples.

There are four small apartment blocks, each with just ten apartments.

In the lift of the 'Camelia' building, Marco is very nervous. He is wearing sunglasses and holding an unlit cigarette.

Marisa, an elderly lady, is pushing all the lift's buttons, one after another!

She's trying to calm little Gegè, a dachshund who is barking. What's going on?

10. A great summer vacation

I just returned from the greatest summer vacation! It was so fantastic, I never wanted it to end. I spent eight days in Paris, France. My best friends, Henry and Steve, went with me. We had a beautiful hotel room in the Latin Quarter, and it wasn't even expensive. We had a balcony with a wonderful view.

We visited many famous tourist places. My favorite was the Louvre, a well-known museum. I was always interested in art, so that was a special treat for me. The museum is so huge, you could spend weeks there. Henry got tired walking around the museum and said "Enough! I need to take a break and rest."

We took lots of breaks and sat in cafes along the river Seine. The French food we ate was delicious. The wines were tasty, too. Steve's favorite part of the vacation was the hotel breakfast. He said he would be happy if he could eat croissants like those forever. We had so much fun that we're already talking about our next vacation!

11. At school

Lucas goes to school every day of the week. He has many subjects to go to each school day: English, art, science, mathematics, gym, and history. His mother packs a big backpack full of books and lunch for Lucas.

His first class is English, and he likes that teacher very much. His English teacher says that he is a good pupil, which Lucas knows means that she thinks he is a good student.

His next class is art. He draws on paper with crayons and pencils and sometimes uses a ruler. Lucas likes art. It is his favorite class.

His third class is science. This class is very hard for Lucas to figure out, but he gets to work with his classmates a lot, which he likes to do. His friend, Kyle, works with Lucas in science class, and they have fun.

12. Big Ben

Big Ben is one of London's top attractions.

The palace of Westminster was destroyed by fire in 1834. In 1844, it was decided the new buildings for the houses of parliament should include a tower and a clock.

Big Ben is the name given to the massive bell inside the clock tower, which weighs more than 13 tons.

The clock tower looks spectacular at night when the four clock faces are illuminated.

13. My family at home

My family lives in a small house. It's simple but pretty. It has a large garden. I like to work in the garden but my sister hates to work in the garden. She prefers to read. She reads in the morning, in the afternoon and at night.

I give all of the vegetables to mom and dad. They like to cook in our small kitchen. I eat any vegetable but my sister eats only a few.

My family always eats breakfast and dinner together. We talk. We laugh. Then my sister washes the dishes.

14. Going to the Supermarket

Martha is at the grocery store, getting ready for a house party. She has a list of what she needs with her as she goes along. The first section she comes has produce. Martha sees apples, bananas, cherries, grapes, and strawberries. She checks her list:

- 6 apples
- 1 bag of cherries
- 1 bag of grapes
- 2 cartons of strawberries

Martha gets her items and looks the bananas. They are on sale for much cheaper than they are normally. She picks 3 bananas. Next are vegetables. She sees potatoes, carrots, tomatoes, onions, mushrooms, and salad in bags. She checks her list:

- 5 pounds of potatoes
- 6 carrots
- 4 tomatoes
- 2 onions
- 4 mushrooms

15. My morning routine

My name is Bob. Each day I drive my kids to school. My daughter goes to a school that's far from our house. It takes 30 minutes to get there. Then I drive my son to his school. It's close to my job. My daughter is in the sixth grade and my son is in the second. They are both good students. My daughter usually sings her favorite songs while I drive. My son usually sleeps.

I arrive at the office at 8:30 AM. I say good morning to all my workmates then I get a big cup of hot coffee. I turn on my computer and read my email. Some days I have a lot to read. Soon I need another cup of coffee.

16. The city where I live

My name is Clark, and I will tell you about my city.

I live in an apartment. In my city, there is a post office where people mail letters. On Monday, I go to work. I work at the post office. Everyone shops for food at the grocery store. They also eat at the restaurant. The restaurant serves pizza and ice cream.

My friends and I go to the park. We like to play soccer at the park. On Fridays, we go to the cinema to see a movie. Children don't go to school on the weekend. Each day, people go to the hospital when they are sick. The doctors and nurses take care of them. The police keep everyone safe. I am happy to live in my city.

17. The pet store

George is at the pet store, looking at what kind of pet he might want to get for his birthday. George asked if he could have a horse, but his parents said no because horses are too big.

First, he sees dogs and cats. Baby dogs are called puppies. Baby cats are called kittens. George likes them because they are easy to take care of and can play a lot, but they will get bigger. George wants a small pet.

Then George sees animals that have to live in a cage. He sees rabbits, guinea pigs, and mice. Mice are what you call more than one mouse. He likes these animals because they are small. Birds live in cages too. George sees a parrot and a canary. He likes them all, but he doesn't want to clean the cage.

18. Visiting my grandparents

I played in the play area and Grandma and Grandad sat in the café and had a cup of coffee. I played with a boy and we built a castle in the play area. It was really fun.

After that we went to the supermarket to buy some lunch. We got bread, corned beef, and cat food (for their cat's lunch). After that we went back to their house and ate lunch.

I watched a film on Grandad's new mini dvd player and the Mummy and Daddy came to pick me up.

I had a really nice day with Grandma and Grandad.

19. Tom's day

On Sunday, Tom gets up at 10 o'clock. Then he reads his newspaper in the kitchen. He has breakfast at 11.30 and then he telephones his mother in Scotland.

In the afternoon, at 1.00, Tom plays tennis with his sister and after that, they eat dinner in a restaurant. At 6.00, Tom swims for one hour and then he goes by bike to his brother's house. They talk and listen to music.

Tom watches television in the evening and drinks a glass of warm milk. He goes to bed at 11.30.

IL PRESIDENTE DELLA COMMISSIONE
Dott.ssa Paola TORTICCIATTI POMERI

