

Busta 1

PROVA D'IDONEITÀ IN LINGUA INGLESE:

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.

- How old are Robert's children?
- What are their names?

PROVA D'IDONEITÀ INFORMATICA:

- cosa s'intende per firma digitale?

Domande

- Il candidato descriva le fasi di gestione dell'entrata
- Il candidato illustri il programma triennale opere pubbliche
- Il candidato illustri le competenze del responsabile del procedimento

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- What does Mary like doing in her free time?
- Where do Mary and Robert's parents live?

PROVA D'IDONEITÀ INFORMATICA:

- cosa s'intende per copie informatiche di documenti analogici?

Domande

- Il candidato illustri cosa si intende per impegno di spesa
- Il candidato illustri a cosa serve il codice CIG
- Il candidato illustri cosa si intende per atto nullo

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- Where do Mary and Robert's parents usually have lunch?
- What is Mary's boyfriend's name?

PROVA D'IDONEITÀ INFORMATICA:

- cosa s'intende per dematerializzazione dei documenti delle pubbliche amministrazioni?

Domande

- Il candidato illustri il principio di competenza finanziaria
- Il candidato illustri che cos'è il DURC e in quali casi viene richiesto
- Il candidato illustri cosa si intende per fase istruttoria nel procedimento amministrativo

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- Where does George work?
- What does he do?

PROVA D'IDONEITÀ INFORMATICA:

- cosa s'intende per PDF e perché si usa?

Domande

- Il candidato illustri le caratteristiche del mandato di pagamento e le fasi della spesa (impegno liquidazione)
- Il candidato illustri a cosa serve il piano anticorruzione
- Il candidato illustri le fasi del procedimento amministrativo

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- Where does Mary work?
- What does Mary like doing in her free time?

PROVA D'IDONEITÀ INFORMATICA:

- cosa s'intende per PEC?

Domande

- Il candidato illustri il fondo di riserva
- Il candidato illustri la procedura di un RDO nel Mepa
- Il candidato illustri l'accesso agli atti