



COMUNE DI VILLANOVA MONTELEONE

Provincia di Sassari

Via Nazionale n° 104

Tel. 079/960406-960044

www.comune.villanovamonteleone.ss.it comune.villanovamonteleone@halleycert.it

BANDO DI CONCORSO PUBBLICO, PER TITOLI ED ESAMI, PER L'ASSUNZIONE, A TEMPO PARZIALE INDETERMINATO, DI DUE ISTRUTTORI AMMINISTRATIVI – CAT. C1 0– QUESITI PROVA ORALE

1) QUESITI DIRITTO AMMINISTRATIVO ESTRATTI:

- a) La Giunta Comunale: competenze, composizione e nomina
- b) Gli atti degli organi collegiali del comune
- c) Le entrate tributarie del comune

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- a) Indennità degli organi politici dell'ente locale
- b) Il Responsabile del procedimento amministrativo
- c) Le entrate proprie dei comuni.

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- a) Le competenze della giunta comunale
- b) Il ravvedimento operoso
- c) Il PEG

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- a) Il bilancio di previsione
- b) Il DUP
- c) Il responsabile del procedimento

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- a) Funzioni del Dirigente o del Responsabile di Servizio;
- b) Diritti e doveri dei dipendenti degli Enti Locali.
- c) Procedure di gara per l'affidamento di beni e servizi sotto-soglia comunitaria.

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- a) Gli avvisi di accertamento e l'autotutela
- b) Gli atti di competenza del consiglio comunale in materia contabile
- c) I controlli interni negli enti locali

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- a) Le patologie dell'atto amministrativo;
- b) Le variazioni al bilancio di previsione finanziario dei comuni;
- c) Il diritto di accesso agli atti amministrativi con particolare riguardo al diritto di accesso dei consiglieri comunali;

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- a) Il principio di autotutela nella P.A.
- b) Il diritto di accesso agli atti amministrativi ed in particolare sull'accesso civico generalizzato;
- c) Il Fondo crediti di dubbia esigibilità

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- a) Le funzioni dei revisori dei conti
- b) Il conto di bilancio
- c) La conferenza dei servizi

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- a) La base imponibile, soggetto passivo e presupposto ai fini imu
- b) Le fasi dell'entrata
- c) Il diritto di accesso

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- a) Ruolo e competenze del Consiglio Comunale
- b) Il Documento Unico di Programmazione
- c) Base imponibile, soggetto passivo e presupposto ai fini TARI

1 a) QUESITI DIRITTO AMMINISTRATIVO NON ESTRATTI:

- a) Il sistema dei controlli interni nell'ente locale. In particolare, il candidato tratti del controllo di regolarità amministrativa e contabile.
- b) Struttura, contenuto ed efficacia del provvedimento amministrativo;
- c) Il fondo di Riserva

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- a) Il procedimento di approvazione del consuntivo e i suoi allegati;
- b) Il Codice di Comportamento dei dipendenti pubblici;
- c) I reati tipici in cui può incorrere un dipendente pubblico.

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- a) Le funzioni del Sindaco in qualità di ufficiale di Governo e quale capo dell'Amministrazione
- b) Il diritto di accesso e l'accesso civico
- c) Le fasi di gestione della spesa

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- a) Nomina e funzioni del Segretario Comunale
- b) I differenti tipi di pareri e visti che vengono apposti sugli atti
- c) Il bilancio di previsione: composizione e modalità di approvazione

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- a) Obblighi e responsabilità dei dipendenti degli enti locali
- b) Le fasi della spesa
- c) La trasparenza nel procedimento: la partecipazione

2) QUESITI LINGUA INGLESE ESTRATTI:

Hi Harry,

We talked about going to the pop concert last night. It's on 15th February and the tickets cost £20 each. They're more expensive than tickets for the disco, but it will be a great night! Do you want to come with us? My brother will take us there in his new car! Dad's buying the tickets online tomorrow, so write back quickly or call me on my mobile. My number is 072845.

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Hi Emily,

I'm really sorry but I don't have time to visit you, so I'm writing this e-mail instead. Last night I went to the cinema and saw a great film. You can also read the book – and I heard on the radio that it's a true story. It's about a family with three children, two boys and a girl, who lived in a village in India. The children went to school there and had lots of friends. ...

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THE SECRETS OF A LONG LIFE

In Ogliastra, a mountain region of Sardinia, one out of every 200 people lives to be 100, and they are normally very healthy, too. Most of the people in the villages work outside in their fields and with their animals. They have a healthy diet, with a lot of vegetables and not much meat or fish. They hardly ever take any medicine, but they usually drink a little grappa before they go to bed. ...

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BLUE MONDAY

In the UK the third Monday in January is the most depressing day of the year, says psychologist Dr Cliff Arnall, who calls it Blue Monday. Why? Because it's winter, the weather is usually grey and cold, the days are dark, and Monday is the first day of the working week. And the happiest day of the year? 'The third Friday in June,' says Dr Arnall. And it's easy to see why – it's summer, it's warm outside, the evenings are light, and the weekend starts now!

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SAVING ENERGY AT HOME

There are many easy ways to save energy:

- Remember to turn off the lights when you're not using them;
- Turn off the TV, computer and any other electrical device when not in use;
- Don't leave the refrigerator door open. When the refrigerator door is left open, it has to work harder to keep the food cool.
- Have a shower instead of a bath, this will save a lot of water.

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LAST SUMMER HOLIDAY

Last Summer I went to Nice. It's a great place to have a holiday. People are very friendly and hospitable. Especially, the port of Nice is a fantastic place to visit. On the first day, we went to a restaurant with a terrace. It had a wonderful view of the sea. Also, the dishes were absolutely delicious. On the second day, we went to two museums. First, we went to an art museum ...

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THE THAMES

Thames is the name of a river in London. It divides the city into two different parts: the northern part and the southern part. It connects London with the sea and it is 346 kilometers long. In the past the river froze completely in the winter and people used to ice-skate on the river. There are many bridges on the river. One of them is Tower Bridge. ...

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THE INTERNET

Almost everyone agrees that the Internet is a good thing. We use the Internet in many ways. We can go online and play games, make new friends, and learn things. More than 4 billion people in the world use the Internet. However, not everything about the Internet is good. Here are five bad things about the Internet. First, many people use the Internet too much.

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LEROY'S STORY

The King loved his daughter and he was afraid of losing her. 'One day she will want to get married,' he said, 'but I want her to stay at home with me. What can I do?' He thought and thought. Then the King had an idea. 'Any man who wants to marry my daughter must first pass a test.' . He must tell me a story that has no ending. The King thought his idea was very good. After all, every story has an ending....

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NATIONAL PORTRAIT GALLERY

The National Portrait Gallery has a collection of portraits of famous British men and women, from the 16th century to the present day. The portraits are both paintings and photographs. The National Portrait Gallery is near Trafalgar Square, five minutes from the National Gallery, London's most important art gallery. It is open daily and entrance is free. ...

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A CASHLESS WORLD?

It's midnight in Paris and I need money quickly. The banks are closed, but outside there's a cash machine. I put in my bank card, enter my PIN (personal identification number) and ask for 500 euros. The cash machine sends a message to my bank. My bank replies to the message and says that I have the money in my bank account. After a few short moments, I receive my cash. ...

2a) QUESITI LINGUA INGLESE NON ESTRATTI:

BILL GATES

Bill Gates started one of the world's largest companies, Microsoft, and became one of the richest men in the world. He was born on 28 October 1955 in Seattle, USA. He has two sisters, one older and one younger than him. His family had a comfortable lifestyle. When he was a child he loved reading and did very well at school. When he was 13 he became interested in computers. ...

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THE EFFECTS OF STRESS

There is a famous expression in English. "Stop the world, I want to get off!" This expression refers to a feeling of panic, or stress, that makes a person want to stop whatever they are doing, try to relax, and become calm again. 'Stress' means pressure or tension. It is one of the most common causes of health problems in modern life. Too much stress results in physical, emotional, and mental problems.

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PETS

British people love animals and they like to have pets. Pets are animals that the British generally keep in their houses as companions. Dogs, cats, birds and fish are very common pets. Dogs are good pets but it is important to have space for them. For example, you keep a collie if you have a large home. If you live in a flat, it is better to have a small dog. Cats do not depend on their masters as much as dogs do. Many people prefer them for this reason.

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INTERNET SAFETY

Did you know that the Internet is sometimes risky for kids? Cyberbullying is a type of bullying that happens on the Internet. Kids use social media and messaging apps to contact their friend. However, a bully from school may also use the Internet to bully others. Stealing information has also happened on the Internet. It is a trick for a victim to click on a fake advertisement and to steal the victim's information. ...

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HALLOWEEN

Halloween, a special night for spirits, ghosts and witches, is on 31 October. It is a very old festival and a special holiday for English and American children. Children wear a Halloween costume and they go out for sweets. They knock on the doors and they say "TRICK OR TREAT?" In the windows there are big orange pumpkins with faces. They are "Jack o' Lanterns. They have got candles inside.

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3) QUESITI INFORMATICA ESTRATTI

L'applicativo EXCEL viene usato principalmente per ...? Il candidato conosce altri applicativi usati per lo stesso scopo?

Il candidato esponga la differenza tra il Sistema Operativo Windows (attuale versione 10/11) e l'applicativo Office. Qual è indispensabile per il funzionamento del personal computer?

Il destinatario di una PEC ha l'obbligo di rispondere per dare validità della consegna?

Il candidato esponga la differenza tra "ACCETTAZIONE" e "CONSEGNA" dopo l'invio di una PEC.

Il candidato esponga il significato di PEC ed elenchi le sue caratteristiche.

L'invio di una e-mail con "conferma di recapito" da certezza che il destinatario abbia letto il messaggio?

Il candidato descriva la differenza tra la funzione "Inoltra" e "Rispondi" nel programma di gestione della posta elettronica.

Il candidato elenchi alcune modalità per generare un file in formato PDF.

Il candidato definisca il "desktop" nell'uso di un personal computer.

Il candidato descriva la differenza tra il "rispondi" e "rispondi a tutti" durante la risposta ad una e-mail con più destinatari.

Il candidato elenchi alcuni browser utilizzati per la navigazione su internet.

3a) QUESITI INFORMATICA NON ESTRATTI

Quando un file viene rappresentato con un'icona, questa cosa ci indica?

Il dispositivo scanner è una periferica di input o output? Qual è il suo uso.

Il candidato elenchi le caratteristiche tra PEO e PEC

Il dispositivo stampante è una periferica di input o output?

Il candidato elenchi alcune modalità di accesso sicuro.