

**CONCORSO PUBBLICO, PER SOLI ESAMI, PER LA COPERTURA DI N. 4 POSTI NEL PROFILO DI “ISTRUTTORE AMMINISTRATIVO” - AREA DEGLI ISTRUTTORI - A TEMPO PIENO E INDETERMINATO (indetto con determinazione dirigenziale R.G. n. 1956 del 18 agosto 2025).**

**Prova n. 1**

Conclusione espressa e tacita del procedimento amministrativo

Il procedimento e le fasi di liquidazione di una spesa

A Dog, to whom the butcher had thrown a bone, was hurrying home with his prize as fast as he could go. As he crossed a narrow footbridge, he happened to look down and saw himself reflected in the quiet water as if in a mirror. But the greedy Dog thought he saw a real Dog carrying a bone much bigger than his own.

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**Prova n. 2**

La comunicazione dei motivi ostativi all'accoglimento di un'istanza procedimentale

Il procedimento e le fasi di accertamento di un'entrata

If he had stopped to think he would have known better. But instead of thinking, he dropped his bone and sprang at the Dog in the river, only to find himself swimming for dear life to reach the shore. At last he managed to scramble out, and as he stood sadly thinking about the good bone he had lost, he realized what a stupid Dog he had been.

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**Prova n. 3**

La motivazione del provvedimento amministrativo

Organi interni/esterni deputati al controllo contabile

A beggar found a leather purse that someone had dropped in the marketplace. Opening it, he discovered that it contained 100 pieces of gold. Then he heard a merchant shout, "A reward! A reward to the one who finds my leather purse!"

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**Prova n. 4**

Gli accordi procedurali, integrativi o sostitutivi del provvedimento

Il piano esecutivo di gestione

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Being an honest man, the beggar came forward and handed the purse to the merchant saying, "Here is your purse. May I have the reward now?"

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### **Prova n. 5**

L'avvio del procedimento amministrativo

Il bilancio di previsione finanziario

"Reward?" scoffed the merchant, greedily counting his gold. "Why the purse I dropped had 200 pieces of gold in it. You've already stolen more than the reward! Go away or I'll tell the police." "I'm an honest man," said the beggar defiantly. "Let us take this matter to the court."

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### **Prova n. 6**

Compiti del responsabile del procedimento

Il rendiconto della gestione

In court the judge patiently listened to both sides of the story and said, "I believe you both. Justice is possible! Merchant, you stated that the purse you lost contained 200 pieces of gold. Well, that's a considerable cost."

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### **Prova n. 7**

L'invalidità del provvedimento amministrativo

Residui attivi e passivi

But, the purse this beggar found had only 100 pieces of gold. Therefore, it couldn't be the one you lost." And, with that, the judge gave the purse and all the gold to the beggar."

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### **Prova n. 8**

Il diritto di accesso ai documenti amministrativi ai sensi della legge 241/1990

I controlli interni: il controllo di regolarità amministrativa e contabile

A Hare was making fun of the Tortoise one day for being so slow. "Do you ever get anywhere?" he asked with a mocking laugh. "Yes," replied the Tortoise, "and I get there sooner than you think. I'll run you a race and prove it."

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### **Prova n. 9**

Esclusioni e limiti all'accesso documentale (Legge 241/1990)

Le spese correnti e le spese di investimento

The Hare was much amused at the idea of running a race with the Tortoise, but for the fun of the thing he agreed. So the Fox, who had consented to act as judge, marked the distance and started the runners off. The Hare was soon far out of sight, and to make the Tortoise feel very deeply how ridiculous it was for him.

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### **Prova n. 10**

La revoca del provvedimento amministrativo

Le variazioni al bilancio di bilancio di previsione finanziario

The Hare was soon far out of sight, and to make the Tortoise feel very deeply how ridiculous it was for him to try a race with a Hare, he lay down beside the course to take a nap until the Tortoise should catch up.

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### **Prova n. 11**

Il principio generale di trasparenza (D.lgs. 33/2013)

La decisione di contrarre nella disciplina degli appalti pubblici

The Tortoise meanwhile kept going slowly but steadily, and, after a time, passed the place where the Hare was sleeping. But the Hare slept on very peacefully; and when at last he did wake up, the Tortoise was near the goal. The Hare now ran his swiftest, but he could not overtake the Tortoise in time.

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### **Prova n. 12**

L'accesso civico semplice (D.lgs. 33/2013)

Il bando e il disciplinare di gara

*There was once a man who was being chased by a ferocious tiger across a field. At the edge of the field there was a cliff. In order to escape the jaws of the tiger, the man caught hold of a vine and swung himself over the edge of the cliff.*

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### Prova n. 13

L'accesso civico generalizzato (D.lgs. 33/2013)

Il capitolato speciale d'appalto e lo schema di contratto

*Dangling down, he saw, to his dismay, there were more tigers on the ground below him! And, furthermore, two little mice were gnawing on the vine to which he clung. He knew that at any moment he would fall to certain death.*

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### Prova n. 14

Il titolare e il responsabile del trattamento dati (articoli 24 e 28 del Regolamento UE 679/2016)

La forma del contratto nell'ambito dei contratti pubblici

*That's when he noticed a wild strawberry growing on the cliff wall. Clutching the vine with one hand, he plucked the strawberry with the other and put it in his mouth. He never before realized how sweet a strawberry could taste.*

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### Prova n. 15

I diritti dell'interessato nell'ambito della disciplina del trattamento dati (articoli 15-21 del Regolamento UE 679/2016)

La procedura di affidamento diretto degli appalti pubblici

*One bright morning as the fox was following his sharp nose through the wood in search of a bite to eat, he saw a Crow on the limb of tree overhead. This was by no means the first Crow the Fox had ever seen. What caught his attention this time and made him stop for a second look, was that the lucky Crow held a bit of cheese in her beak*

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### Prova n. 16

Dati personali e dati particolari nell'ambito della disciplina del trattamento dei dati (articolo 4 del Regolamento UE 679/2016)

Il soccorso istruttorio nelle procedure d'appalto

*"No need to search any farther" thought sly Master Fox. "Here is a dainty bite for my breakfast" Up he trotted to the foot of the tree in which the crow was sitting, and looking up admiringly, he cried, "Good morning, beautiful creature!"*

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### **Prova n. 17**

I controlli sulla veridicità delle dichiarazioni sostitutive (DPR 445/2000)

Appalto e concessione: differenze

*The crow, her head cocked on one side, watched the Fox suspiciously. But she kept her beak tightly closed on the cheese and did not return his greeting.*

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### **Prova n. 18**

La dichiarazione sostitutiva di certificazione e la dichiarazione sostitutiva di atto di notorietà (DPR 445/2000)

La programmazione dei lavori e degli acquisti di beni e servizi

*“What a charming creature she is,” said the fox. “How her feathers shine! What a beautiful form and what splendid wings! Such a wonderful bird should have a very lovely voice, since everything else about her is so perfect. Could she sing just one song, I know I should hail her Queen of birds”*

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### **Prova n. 19**

I controlli interni: il controllo di regolarità amministrativa e contabile

Le procedure di scelta del contraente

One day the moon disappeared. It was a quiet night, and the sky was clear. The person who saw the moon disappear was a 5-year-old boy named Tomy. Tomy is a very curious boy. Tomy really likes nature. He likes to walk in the woods and he likes to go to the beach.

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### **Prova n. 20**

Gli organi di governo degli enti locali: competenze e funzioni

Le fonti delle obbligazioni nel codice civile

Day and night Tomy likes to lie down on the soft grass in his backyard. Lying there, Tomy observes many things. By day, you can see the clouds. The clouds are white and they look soft and sometimes have fun shapes. At night Tomy studies the stars.

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### **Prova n. 21**

La potestà regolamentare dei comuni

I criteri di aggiudicazione degli appalti di lavori, servizi e forniture

The stars shine from far away and Tomy never stops counting them. However on a very special night, Tomy was counting the stars and the moon caught his attention. The moon is beautiful. It was a full moon. White shiny, perfect. Tomy continued to watch the moon until it disappeared!

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### **Prova n. 22**

Le ordinanze del Sindaco

L'appalto di forniture e servizi

Coincidence, luck, or simply fate, as some people call it. It sometimes happens that on a trip, a simple bus trip, to visit a relative, you can meet the love of your life, or it can be the beginning of a beautiful relationship.

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### **Prova n. 23**

Le delibere del Consiglio e della Giunta comunale

Il ruolo del Responsabile Unico del Progetto (RUP) nelle procedure di affidamento

This is what happened to Alejandro who was only concentrated on observing the landscape and enjoying the trip. That is until, out of nowhere, he meets Claudia, a passenger that is young like him and who dazzles him and makes the trip more fun.

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### **Prova n. 24**

Le determinazioni dei dirigenti/responsabili dei servizi

Il principio di rotazione negli affidamenti di appalti di lavori, servizi e forniture

That is until, out of nowhere, he meets Claudia, a passenger that is young like him and who dazzles him and makes the trip more fun. With her laughs and stories, she made the trip much nicer and pass very quickly. But in the end it left him full of doubts and sadness when she got off at a stop before him.

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**Prova n. 25**

Il Regolamento sull'Ordinamento degli uffici e dei Servizi.

La responsabilità disciplinare

Alejandro didn't have time to go get to know more about this young woman that captivated him. He couldn't forgive himself for being so distracted, but, chance or fate, he decided to follow his intuition. When Alejandro got on the bus that would take him to his aunt and uncle's house, he never imagined that this life could be about to change.

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**Prova n. 26**

Il principio di esclusività nel rapporto di pubblico impiego

La conferenza di servizi

He was carrying with him a small backpack with his clothes and gifts for his aunt and uncle. Alejandro lived in a big city, he would have to travel for about four hours and go through several smaller towns to get to the city where his aunt and uncle live.

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**Prova n. 27**

Il Codice di Comportamento dei dipendenti pubblici

Il potere di autotutela della pubblica amministrazione

Once he arrived there, Alejandro had plans to spend the afternoon with his aunt and uncle, go out for a walk and to eat, talk and laugh together. He would stay that night at their house and return the next day, as he had already done hundreds of times. But this time, it would be different.

## **VERIFICA COMPETENZE INFORMATICHE**

- CONVERTIRE UN FILE WORD IN PDF
- INSERIRE LA FUNZIONE SOMMA IN UN ELENCO DI NUMERI IN EXCEL
- INDIVIDUARE IL COMUNE DALL'APPLICATIVO GOOGLE MAPS
- SELEZIONARE NEI PREFERITI DI INTERNET IL SITO DEL COMUNE DI COMO
- AGGIUNGERE IL SITO DEL COMUNE DI COMO ALLA SCHERMATA HOME DEL TABLET
- EVIDENZIARE IN GRASSETTO E CAMBIARE COLORE UNA SCRITTA IN WORD
- METTERE IN CORSIVO E AUMENTARE IL CARATTERE UNA SCRITTA IN WORD
- CAMBIARE IL FONT DI UN TESTO IN WORD ED EVIDENZIARLO
- CREARE UN EVENTO IN CALENDARIO
- INSERIRE UNA FORMA IN UN FOGLIO EXCEL
- INSERIRE UNA COLONNA E UNA RIGA IN UN FOGLIO EXCEL
- INSERIRE UN'INTESTAZIONE DI PAGINA IN WORD
- INSERIRE UN PIE' PAGINA IN WORD
- INSERIRE UN'INTESTAZIONE IN POWER POINT
- INSERIRE UN PIE' PAGINA IN POWER POINT
- DATO UN ELENCO IN EXCEL ORDINARE PER ORDINE ALFABETICO
- INSERIRE UNA CASELLA DI TESTO IN WORD
- CREARE UNA CARTELLA NELLA POSTA DI RICEZIONE
- INSERIRE UN'IMMAGINE IN POWER POINT
- INSERIRE UNA TABELLA IN WORD E NOMINARLA ESAME