

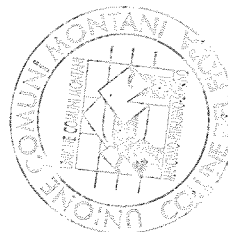
BUSTA “A” - Legge 241/90 e procedimento amministrativo – D.P.R. 445/2000

- 1) LA MOTIVAZIONE DEL PROVVEDIMENTO AMMINISTRATIVO.
- 2) LE FASI DEL PROCEDIMENTO AMMINISTRATIVO.
- 3) TERMINI DI CONCLUSIONE DEL PROCEDIMENTO AMMINISTRATIVO.
- 4) LA COMUNICAZIONE DI AVVIO DEL PROCEDIMENTO.
- 5) I VIZI DELL'ATTO AMMINISTRATIVO.
- 6) ELEMENTI E STRUTTURA DELL'ATTO AMMINISTRATIVO.
- 7) IL SILENZIO DELLA PUBBLICA AMMINISTRAZIONE. DEFINIZIONE E TIPOLOGIE.
- 8) LA PARTECIPAZIONE AL PROCEDIMENTO AMMINISTRATIVO: DEFINIZIONE E PRINCIPALI ISTITUTI.
- 9) LA SEMPLIFICAZIONE DELL'AZIONE AMMINISTRATIVA E L'ISTITUTO DELLA CONFERENZA DEI SERVIZI.
- 10) LE DICHIARAZIONI SOSTITUTIVE DI CERTIFICAZIONI E DI ATTI DI NOTORIETA': CARATTERISTICHE E DIFFERENZE.
- 11) MODALITA' DI CONCLUSIONE DEL PROCEDIMENTO AMMINISTRATIVO.

Giuseppe Nacci

Rob. D.

[Signature]



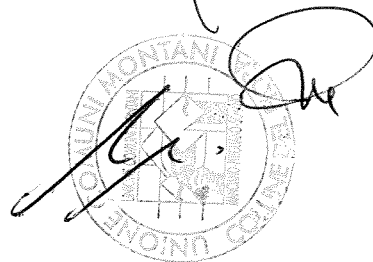
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- 1- IL CONSIGLIO E LE SUE COMPETENZE
- 2- LA GIUNTA E LE SUE COMPETENZE
- 3- PARERI TECNICO E CONTABILE E VISTO
- 4- STATUTO E REGOLAMENTI
- 5- ATTI COLLEGIALI ED ATTI MONOCRATICI
- 6- PIANO TRIENNALE DELLA CORRUZIONE E DELLA TRASPARENZA E RESPONSABILE DELLA CORRUZIONE E TRASPARENZA
- 7- UNIONE DEI COMUNI : COMPITI ED ORGANI
- 8- PRINCIPIO DELLA SEPARAZIONE DELLE COMPETENZE POLITICHE ED AMMINISTRATIVE
- 9- ALBO PRETORIO ON LINE ED AMMINISTRAZIONE TRASPARENTE
- 10- COMPITI DEI DIRIGENTI E/O RESPONSABILI DEI SERVIZI
- 11- FORMA ASSOCIATIVE TRA ENTI

Guido Mucci

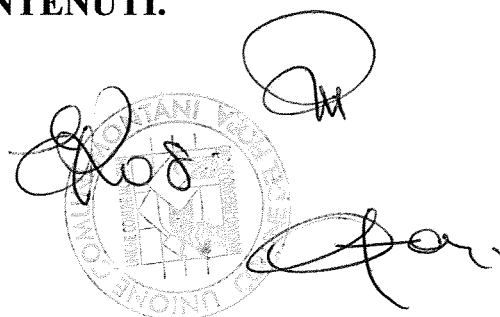
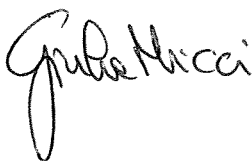
Alfred

Flavio



BUSTA C: T.U.E.L disposizioni in materia finanziaria e decreto legislativo n. 118 del 2011 e Principi contabili

- 1. LE FUNZIONI ED I CONTENUTI DEL REGOLAMENTO DI CONTABILITÀ**
- 2. COMPETENZE, TERMINI E TIPOLOGIE DELLE VARIAZIONI AL BILANCIO DI PREVISIONE**
- 3. IL RENDICONTO DI GESTIONE: ITER PER LA SUA APPROVAZIONE, FINALITÀ, CONTENUTI ED ALLEGATI.**
- 4. IL BILANCIO DI PREVISIONE: ITER PER LA SUA APPROVAZIONE, FINALITÀ, CONTENUTI ED ALLEGATI.**
- 5. COMPOSIZIONE DEI RESIDUI ATTIVI E DEI RESIDUI PASSIVI, LE OPERAZIONI DEL RIACCERTAMENTO**
- 6. L'ORGANO DI REVISIONE ECONOMICO-FINANZIARIO E LE SUE FUNZIONI**
- 7. I DEBITI FUORI BILANCIO: DEFINIZIONE E MODALITÀ DI RICONOSCIMENTO.**
- 8. IL RISULTATO DI AMMINISTRAZIONE E LA COMPOSIZIONE DELL'AVANZO DI AMMINISTRAZIONE**
- 9. LE FASI DELLA SPESA E L'ATTO DI ASSUNZIONE DELL'IMPEGNO DI SPESA.**
- 10.LE FASI DELLE ENTRATE E L'ATTO DI ASSUNZIONE DELL'ACCERTAMENTO.**
- 11.IL DUP, DOCUMENTO UNICO DI PROGRAMMAZIONE: ITER PER LA SUA APPROVAZIONE, FINALITÀ E CONTENUTI.**

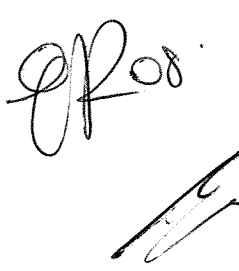


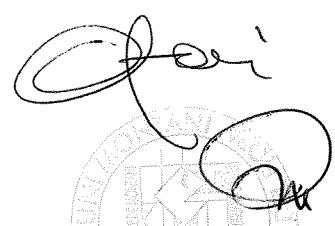
INFORMATICA:

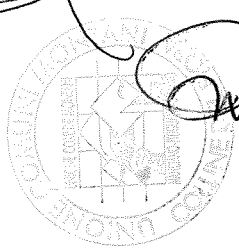
Segui i passaggi dell'esercizio seguente:

- Apri il sito dell'Unione dei Comuni Montani Colline del Fiora
- cerca e scarica lo statuto dell'Ente
- apri il programma di posta elettronica (Thunderbird)
- trasmetti il file pdf dello statuto allegandolo via email all'indirizzo concorso@uc-collinedelfiora.it inserendo nell'oggetto "trasmissione statuto Ente – NOME CANDIDATO".
- Scrivi nel testo della email una breve nota di trasmissione firmandola con nome e cognome del candidato

Prof. Giulio Ricci









Concorso pubblico, per soli esami, per la copertura di n. 1 posto a tempo pieno e indeterminato di
"Istruttore amministrativo contabile"

PROVA DI LINGUA INGLESE – Traccia 1

Read and answer the question

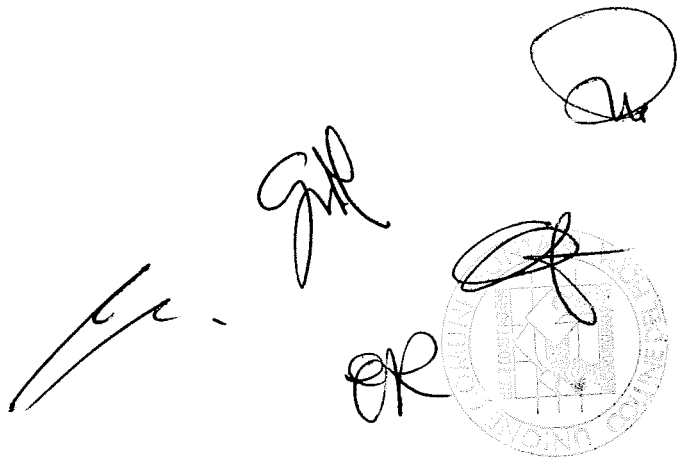
"The city where I live"

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.

Question:

1. Where does Clark work?



PROVA DI LINGUA INGLESE – Traccia 2

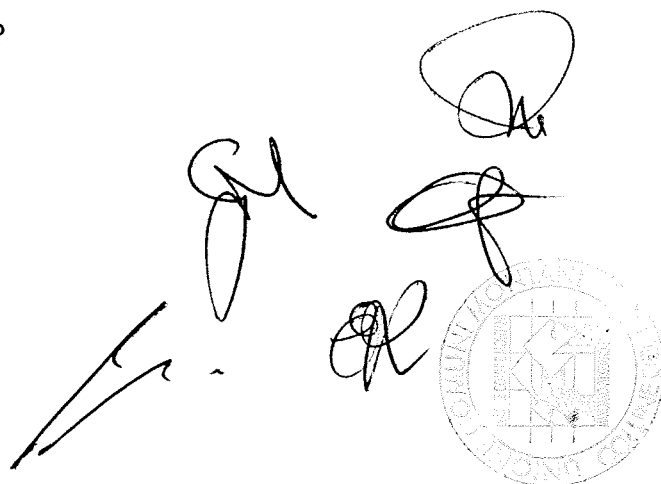
Read and answer the question

"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.

Question:

What city did they go to for their summer vacation?

The block contains several handwritten signatures in black ink. To the right of the signatures is a circular official stamp. The stamp features a central emblem with a stylized 'M' and 'P' and the text 'UNIONE DEI COMUNI' around the perimeter. Below the stamp, the text 'MANCIANO PITIGLIANO TORRANO' is visible.



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"Istruttore amministrativo contabile"

PROVA DI LINGUA INGLESE – Traccia 3

Read and answer the question

Preparing food

Jack was hungry. He walked to the kitchen. He got out some eggs. He took out some oil. He placed a pan on the stove. Next, he turned on the heat. He poured the oil into the pan. 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. Next, Jack put the eggs on a plate. He ate the eggs with a spoon. They were good.

Question:

How long did the eggs cook?

The block contains several handwritten signatures in black ink. To the right, there is a circular official stamp of the Municipality of Soriano, featuring a central emblem and the text 'MUNICIPIO DI SORIANO' around the perimeter. The signatures are written over and around the stamp.

PROVA DI LINGUA INGLESE – Traccia 4

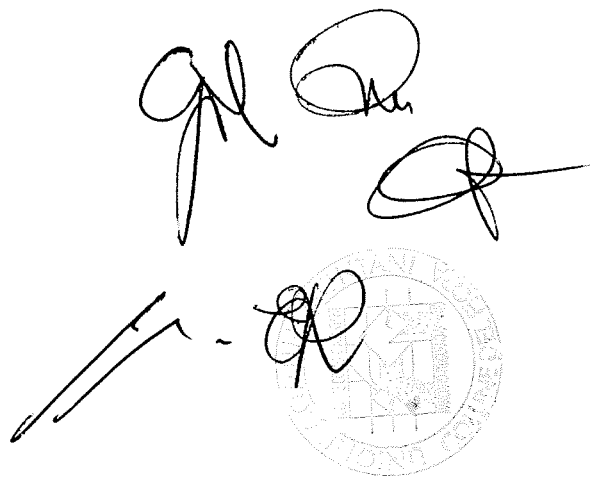
Read and answer the question

"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. My family always eats breakfast and dinner together. We talk. We laugh. Then my sister washes the dishes. At night dad likes to listen to music. Mom works on the computer. I watch television. And my sister reads.

Question:

What does the family do during the dinner?

The block contains several handwritten signatures in black ink. Below the signatures is a circular official stamp. The stamp features a central emblem with a star and the text "COMUNE DI MANCIANO PITIGLIANO SORANO" around the perimeter. The stamp is partially obscured by the signatures.

PROVA DI LINGUA INGLESE – Traccia 5

Read and answer the question

"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. There is one 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.

Question:

How many children do Mr. and Mrs. Smith have?

[Handwritten signatures and a circular official stamp of the Municipality of Manciano Pitigliano Sorano are present in the bottom right corner of the page.]

PROVA DI LINGUA INGLESE – Traccia 6

Read and answer the question

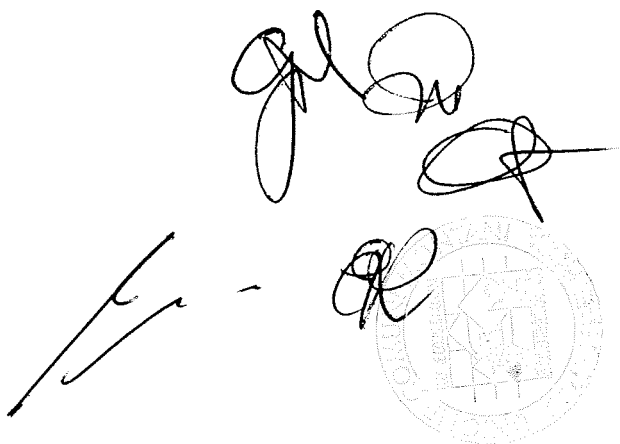
"My morning routine"

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 turn on my computer and read my email. Some days I have a lot to read.

Question:

What happens in the car each morning?

The block contains a handwritten signature in black ink, which appears to be 'G. P.' or similar, written in a cursive style. Below the signature is a circular official stamp. The stamp contains the text 'UNIONE DEI COMUNI' at the top and 'MARCIANO PISTIGLIANO S. O. E. A. N. O.' at the bottom. In the center of the stamp is a stylized logo featuring a star and some geometric shapes.

PROVA DI LINGUA INGLESE – Traccia 7

Read and answer the question

"The pet store"

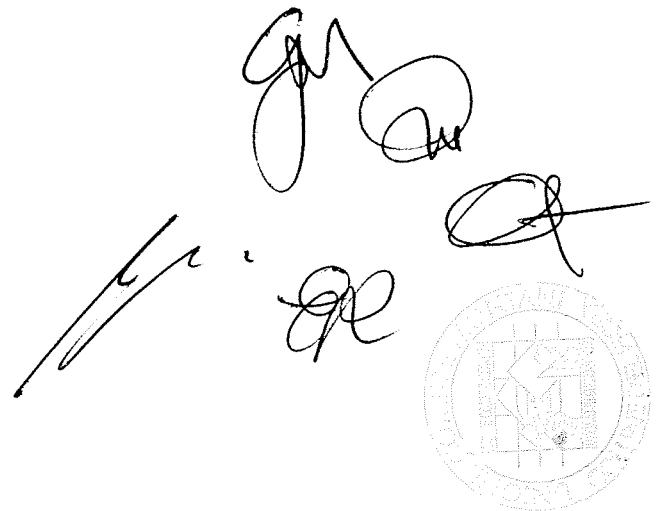
George is at the pet store, looking at what kind of pet he might want to get for his birthday. George asked if he could have a horse, but his parents said no because horses are too big.

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.

Question:

What animal had George asked for?

Handwritten signature and stamp:





Concorso pubblico, per soli esami, per la copertura a tempo pieno e indeterminato di 2 posti di categoria "C", posizione economica C1, con profilo professionale "Istrut. amministrativo contabile"

PROVA DI LINGUA INGLESE – Traccia 8

Read and answer the question

"Days of the week"

There are seven days of the week, or uniquely named 24-hour periods designed to provide scheduling context and make time more easily measureable. Each of these days is identifiable by specific plans, moods, and tones.

Monday is viewed by many to be the "worst" day of the week, as it marks the return to work following the weekend, when most full-time employees are given two days off. Most students attend school in the morning and return home in the afternoon (usually from about eight until three or seven until two), and most workers go to work in the morning and return home in the evening (usually from nine to five or eight to four).

Question:

What is the worst day? Why?





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PROVA DI LINGUA INGLESE – Traccia 9

Read and answer the question

"Days of the week"

There are seven days of the week, or uniquely named 24-hour periods designed to provide scheduling context and make time more easily measureable. Each of these days is identifiable by specific plans, moods, and tones.

Thursday is the fourth day of the week, and is viewed favorably by many, as it's rather close to the end of the work week.

Friday is the fifth day of the week, and marks the end of the workweek and school-week for the vast majority of employees and students. By Friday afternoon/evening, most students/workers cannot wait to leave and go home, as they won't have to report back to school/work until Monday.

Question:

Why do people like Friday afternoon?



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PROVA DI LINGUA INGLESE – Traccia 10

Read and answer the question

"Days of the week"

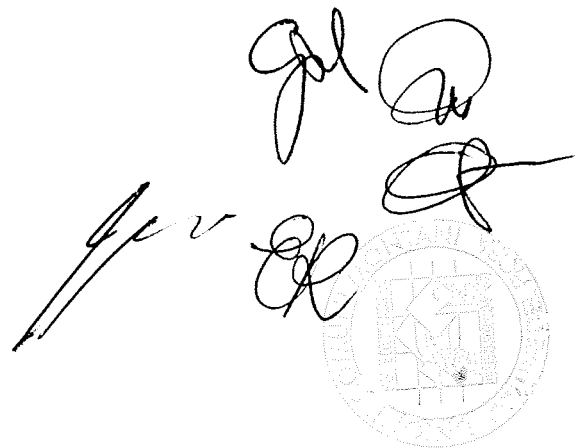
There are seven days of the week, or uniquely named 24-hour periods designed to provide scheduling context and make time more easily measureable. Each of these days is identifiable by specific plans, moods, and tones.

Saturday is perhaps the most highly regarded day of the week. Because Sunday follows it (and there is presumably no work or school to attend, for most individuals), everyone is free to stay out (or awake) until late at night, having fun with plans or other leisure-related activities.

Sunday is the final day of the week, and is used by most as a day of rest.

Question:

When is "allowed" to stay out until late?



PROVA DI LINGUA INGLESE – Traccia 11

Read and answer the question

"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 to is the fruit section. 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 get her items and looks the bananas. They are on sale for much cheaper than they are normally. She picks 3 bananas.

Question:

What fruit is cheaper than usual?

Handwritten signatures and a circular stamp.