

ISTRUTTORE AMMINISTRATIVO – ORALE DEL 16/06/2026

1. Il candidato descriva le varie tipologie di accesso disciplinate dal nostro ordinamento.
2. Il candidato illustri le varie tipologie di responsabilità in cui può incorrere il dipendente pubblico.
3. Il candidato illustri il potere regolamentare nel nostro ordinamento e nell'ambito dell'Ente locale.
4. Il candidato individui alcuni atti amministrativi caratteristici di un Ente locale e li collochi all'interno delle fasi del procedimento amministrativo.
5. Il candidato, nell'ambito della semplificazione amministrativa illustri le principali differenze tra il silenzio assenso e la segnalazione certificata di inizio attività.
6. Il candidato illustri le diverse tipologie di forme di collaborazione che si possono instaurare tra Enti locali.
7. Il candidato descriva le fasi che caratterizzano l'attività contrattuale della Pubblica Amministrazione.
8. Il candidato illustri le varie tipologie di procedure di scelta del contraente per la Pubblica Amministrazione.
9. Il candidato, nell'ambito delle procedure di scelta del contraente descriva i presupposti e le caratteristiche dell'affidamento diretto.
10. Il candidato parli dell'attività consultiva negli Enti locali.

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11. Il candidato tra le varie forme di responsabilità illustri le caratteristiche della responsabilità dirigenziale.
12. La partecipazione nel procedimento amministrativo: istituti attraverso cui si può manifestare.
13. Quali sono le varie forme in cui può manifestarsi l'Autonomia dell'Ente locale?
14. L'Autotutela amministrativa
15. La determina a contrarre
16. La Contrattazione collettiva nazionale e decentrata.
17. La revoca dell'atto amministrativo
18. Le modalità di reclutamento nella Pubblica Amministrazione
19. Il candidato parli del Piano Integrato di Attività e Organizzazione (P.I.A.O).
20. Il debito fuori bilancio: varie tipologie e presupposti per cui può essere riconosciuto.
21. Il principio della competenza finanziaria potenziata e il Fondo pluriennale vincolato.
22. Il candidato illustri il concetto di risultato di amministrazione.
23. Il candidato parli della prenotazione di spesa.
24. Il candidato parli dell'impegno di spesa.
25. Le variazioni di bilancio, il candidato illustri le varie tipologie in relazione agli organi competenti.

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26. Il candidato illustri il concetto di avanzo di amministrazione.
27. Il candidato illustri le caratteristiche del Bilancio di previsione.
28. Il candidato parli del Piano Esecutivo di gestione.
29. Il Documento unico di programmazione, caratteristiche e competenza.
30. Il candidato illustri le caratteristiche del Rendiconto di Gestione
31. I Residui attivi e passivi
32. Le fasi della spesa
33. Le fasi dell'entrata
34. Il ruolo del Responsabile del servizio Finanziario
35. Il candidato parli dei vari tipi di fondi di accantonamento e la funzione degli stessi
36. Il candidato spieghi il significato del principio di separazione tra potere di indirizzo e di controllo politico-amministrativo e gestione amministrativa, finanziaria e tecnica e il ruolo del P.E.G. in tale ambito

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Allegato "B"

Testo 1

Every year, many tourists visit Peccioli. The tourist office provides maps and useful information on what to see and where to eat. Tourist appreciate the art, historical buildings, and cultural events like concerts, events with writers and journalists, and much more. They can also book a tour of the Triangolo Verde in Legoli, where they can see the giants. Tourism is important for the local economy.

Testo 2

Many travelers use public transportation to reach tourist attractions. Tourist can reach Peccioli by bus from Pontedera and Volterra. From Pisa or Florence, they can take the to Pontedera and then continue by bus to Peccioli, a trip that takes about 30/40 minutes. Train and bus tickets can be purchased online, at the station or at some local bars. Public transportation helps reduce traffic and pollution.

Testo 3

The museum, located in Piazza del Carmine, is open on Wednesday, Saturday, Sunday and in certain holidays. The museum houses artifacts from the Etruscan site of Ortaglia and the archeological area of Santa Mustiola. Visitors can book a guided tour or explore the the museum on their own. Photography is allowed in most of the rooms. The museum attracts many international tourists, including visitor from Italy.

Testo 4

The tourist information center offers assistance to visitors. Staff members provide brochures and travel advice. Tourists can ask for information about hotels, restaurants and the MACCA. Regarding the MACCA, tourists can request a map to see where the various piece of art are located and to get information about them. The service is free of charge. Many visitors find the service very helpful for their visit.

Testo 5

A large number of people travel during the summer season. They often choose destinations near the sea, but in the last years more and more tourists choose mountain destinations. Hotels and guesthouses receive many bookings, so early reservations are necessary and usually offer lower prices. Summer tourism supports local businesses. The visitors are Italian but also international, so it is important for local businesses to speak English.



Testo 6

Peccioli is famous for its art, giants and colorful houses. Many visitors enjoy walking around the historic center and along the colorful Via di Mezzo in Ghizzano. Some local shops sell traditional products and souvenirs. Guided tours are available daily during the tourist office's opening hours. Over the past two years, the town has become a popular tourist destination, thanks to winning the title of "Borgo dei Borghi 2024".

Testo 7

Pisa airport welcomes thousands of passengers every month. Several airlines operate flights to major European cities and Italian destinations. Travelers should arrive early before their departure time to go through security. They need to have their ticket and a valid identity document, such as ID card or passport. The airport offers many useful services, including check-in, a lost and found office, and a tourist information office.

Testo 8

The region of Tuscany offers beautiful landscapes and outdoor activities. Tourists can go hiking, cycling, or horseback riding. In winter, they can go skiing, while in summer they can enjoy a beautiful day at the beach. Nature parks attract visitors throughout the year. Our municipality is investing in promoting cycling tourism, with an e-bike rental station at the Anfiteatro Fonte Mazzola and dedicated bike traffic sign. Outdoor tourism is becoming increasingly popular.

Testo 9

Many tourists prefer sustainable forms of travel. They choose public transportation, such as train and bus, instead private car and airplane, and eco-friendly accommodation. Responsible tourism helps protect and preserve the environment. Local communities also benefit from these practices. Sustainable travel is growing worldwide. Visitors choose more and more nature destinations, where they can go hiking or take a nice walk in nature.

Testo 10

The hotel is located in a convenient location and offers private parking for the customers. Guests can easily visit the historic center walking. Breakfast is included in the room price, and for a small additional cost, guests can access the spa. The reception desk is open twenty-four hours a day and is available to assist guests with any needs. Many visitors appreciate the central location. The hotel also offers a restaurant where guests and outside customers can have a nice lunch or dinner on the terrace.

Testo 11

The city organizes cultural events throughout the year, especially in July, with 11Lune. In addition, during the winter, tourists can find events dedicated to books and journalism. In the summer, concerts, exhibitions, and festivals are organized, attracting many visitors from Italy and other countries. These events promote local tourism and benefit local businesses. Tourists often plan their trips based on the event calendar. Cultural tourism contributes to economic development.

Testo 12

Every year thousands of visitors travel to Tuscany to discover its unique combination of art, history, and natural beauty. Many tourists enjoy exploring small villages, where they can experience local traditions and taste regional products. In recent years, local authorities have invested in tourism services to improve the visitor experience. These efforts have contributed to the growth of the local economy and have helped promote the area internationally.

Testo 13

Cultural heritage is one of the main reasons why people choose to visit historic towns and cities. Museums, churches, monuments, and archaeological sites attract visitors from different countries throughout the year. Local administrations often invest significant resources in the preservation of these places. Protecting cultural heritage helps maintain local identity and supports tourism development.

Testo 14

Tourism can create important opportunities for economic growth and employment, especially in smaller communities. Hotels, restaurants, shops, and cultural institutions all benefit from the presence of visitors. However, it is important to manage tourism carefully in order to protect the environment and maintain the quality of life of local residents. A balanced approach can ensure sustainable development for future generations.

Testo 15

Accessibility has become an important aspect of tourism planning in recent years. Public administrations are investing in projects that make museums, public buildings, and tourist attractions easier to access for everyone. Improving accessibility not only benefits people with disabilities but also families with young children and older visitors. Inclusive tourism helps create welcoming destinations for a wider range of travelers. Our municipality is committed to becoming increasingly accessible.

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Testo 16

Many travelers prefer destinations that offer both cultural attractions and natural landscapes. Historic villages, museums, and hiking trails are often included in tourist itineraries. Visitors appreciate places where they can experience local traditions. In recent years, authentic experiences have become increasingly important to tourists. This trend has influenced the tourism policies in many regions, which have adapted their tourism offering to this new trend.

Testo 17

The tourist information office provides assistance in several languages. Staff members help visitors plan their stay, discover local attractions and find places to eat. Information about transportation, accommodation, and events is available free of charge. The office also distributes maps of the area, a map showing the locations of various work of art, and promotional material. Its services are used by thousands of tourists every year, especially in the summer season.

Testo 18

Local food plays an important role in the tourism experience. Many visitors are interested in tasting traditional dishes and regional products. Restaurants and food shops often collaborate with local producers to ensure quality or offer culinary experience that attract visitors. Food festivals help promote agricultural traditions and local products, while also offering the opportunity to try food and drinks at lower prices. They also contribute to the development of the local economy.



Allegato "C"

- 1 - Creare un documento Word e modificare l' orientamento del foglio e dimensione dei margini.
- 2 - In un documento Word, formattare il testo: applicare grassetto, corsivo, sottolineato e modificare il carattere.
- 3 - In un documento Word, inserire un elenco puntato e un elenco numerato.
- 4 - In un documento Word, creare una tabella con 4 colonne e 5 righe e inserire alcuni dati.
- 5 - In un documento Word, inserire intestazione e piè di pagina con numero di pagina.
- 6 - Salvare un documento Word in una cartella specifica e in formato PDF.
- 7 - In un documento Excel, creare una tabella con nomi e importi.
- 8 - In un documento Excel, calcolare la somma totale utilizzando una formula.
- 9 - In un documento Excel, calcolare la media di una serie di valori.
- 10 - In un documento Excel, ordinare una tabella in ordine alfabetico o crescente.
- 11 - In un documento Excel, inserire dei dati su più righe e poi stampare solo una riga del documento.
- 12 - In un documento Excel, modificare la larghezza delle colonne e applicare un formato numerico.
- 13 - Creare una cartella sul desktop e rinominarla.
- 14 - Creare un file, copiarlo e spostarlo in un'altra cartella.
- 15 - Comprimere una cartella in formato ZIP.
- 16 - Creare sul desktop un collegamento ad una cartella a piacere tra quelle presenti sul PC.
- 17 - Inviare una e-mail inserendo destinatario, oggetto e allegando un file.
- 18 - Scaricare un documento da Internet e salvarlo in una cartella indicata

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