

 SATBAYEV UNIVERSITY	NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV”	
QMS document of 3rd level	Edition № 1 dated «_09_»_08_ 2021.	R 029-06-02.03.03 – 2021

APPROVED
by Board’s decision by
NPJSC «Kazakh National
Research Technical University
named after K.I. Satpayev»
dated 09 august 2021.
№ 22

RULES

for competitive replacement of positions of Institute directors at
NPJSC «Kazakh National Research Technical University named after K.I.
Satpayev»

Rul.029-06-02.03.03 – 2021

Almaty 2021

PREFACE

English translation prepared by the HR Service of NJSC "Kazakh National Research Technical University named after K.I. Satpayev"

CONTENT

1	Field of application	4
2	Regulatory references	4
3	General provisions	4
4	Formation of Competition Commission	4
5	Registration of documents	5
6	Procedure for the work of Competition Commission	5
7	Final provisions	7
	Appendices	8
	Registration sheet on changes	12

1 FIELD OF APPLICATION

1.1 The given Rules for the competitive replacement of positions of Institutes directors at NPJSC “Kazakh National Research Technical University named after K.I.Satbayev” (hereinafter - Rules) determine the procedure and conditions for holding a competition to fill vacant positions of Institutes directors at NPJSC “Kazakh National Research Technical University named after K.I. Satbayev” (hereinafter – KazNRTU or University).

2 REGULATORY REFERENCES

2.1 These Rules were developed in accordance with:

- Labor Code of the Republic of Kazakhstan;
- Law of the Republic of Kazakhstan "On Education";
- Charter and other internal regulatory documents of KazNRTU.

3 GENERAL PROVISIONS

3.1 Competitive selection of candidates for the positions of Institutes directors is carried out in accordance with the qualification requirements established by the internal regulatory documents of KazNRTU.

3.2 Persons who have submitted applications for participation in the competition in accordance with the established procedure are allowed to participate in the contest:

- staff from among TS, AMS, KazNRTU researchers;
- third parties who are not employees of KazNRTU.

3.3 The terms of the competition for the positions of Institutes directors are regulated by the relevant orders of Board Chairman - Rector of KazNRTU.

3.4 The announcement of the competition is published on KazNRTU website.

4 FORMATION OF COMPETITION COMMISSION

4.1 Composition of Competition Commission (hereinafter referred to as Commission) is determined by the decree of Board Chairman – Rector.

4.2 Commission shall be composed as follows: Chairman of Commission, Deputy (deputies) of Chairman, Commission members (at least 3) and Secretary(s). Commission’s secretary does not have the right to vote.

4.3 Commission’s Chairman is Board Chairman - Rector or Vice-Rector in charge of the relevant issues.

4.4 Members may be Vice-Rectors and other officials of KazNRTU, Institutes directors, other structural divisions’ heads at University, representatives of third-party specialized organizations, public associations and other persons.

5 REGISTRATION OF DOCUMENTS

5.1 Persons wishing to participate in the competition for the vacant position of Institute director must submit a package of documents online through the form posted on University's website in "Vacancy" section:

- 1) application (generated automatically when filling out the form);
- 2) copy of the identity card;
- 3) track record, including contact details (a form to fill out is available on the website);
- 4) documents confirming the professional education: scanned copies of diplomas of higher, postgraduate education, academic/or academic degree, academic title, notarized or at the place of previous work;
- 5) copies of certificates of retraining and advanced training for the last 3 years in the disciplines taught in the amount of at least 72 hours, certificates confirming the passage of foreign internships, management courses in education (if available), international certificates confirming the level of proficiency in a foreign language and so on;
- 6) copies of documents confirming the applicants' work experience;
- 7) list of completed scientific projects, scientific papers and patents (inventions) of intellectual property certificates for the last 5 years, certified at the place of work, indicating their role in each project.
- 8) references from egov.kz: on the presence/absence of a criminal record, on the presence/absence of psychiatric, drug treatment records, information about the commission of a corruption crime by a person, a copy of the medical certificate 075/y for citizens of Kazakhstan and 028/y for foreign citizens and stateless individuals.

Documents are submitted online using an electronic form versions and scanned copies of documents.

At the time of the competition, candidates also submit original documents (if necessary), certified in accordance with the established procedure (notarized or at the place of previous work), to verify the authenticity of documents.

Applicants may also submit other documents related to their education, work experience, professional level and reputation (letters of recommendation, characteristics, copies of certificates of language training, other documents confirming the professional level of the participant, his outstanding achievements in the professional field, etc.).

5.2 Employees of KazNRTU TS, who wish to participate in the competition submit the documents specified in paragraph 5.1 of Rules, except for paragraph 8.

6 PROCEDURE FOR THE WORK OF COMPETITION COMMISSION

6.1 During the competition, Commission conducts an interview with applicants, during which the participant is asked questions about the specialty,

pedagogy, professional activity, etc.

During the period of the state of emergency, quarantine and other restrictions, the interview may be submitted in an online format.

6.2 Based on the consideration results of documents and interviews with applicants, Commission conducts a secret ballot for each applicant by filling in secret ballot papers drawn up in the form of Appendix 2.

6.3 Based on the secret ballot results, Commission makes recommendations for each applicant with the wording "Recommend for the conclusion of an employment contract" or "Not recommend for the conclusion of an employment contract" and the recommended duration of the employment contract with the applicant (1 year or 3 years).

6.4 Counting Commission, based on the results of the vote count, announces the results of voting for each applicant. Counting commission draws up a protocol, which is signed by all members of the counting commission, approved by Commission and attached to the materials of the competition.

6.5 Commission's decision for conducting the tender procedure is valid if at least 2/3 of its members participated in the voting.

6.6 A person who has received positive recommendations from the majority of Commission members present is recognized as having passed the competition. In case of equality of votes (positive and negative recommendations), Chairman's vote is decisive.

6.7 Commission may vote and make recommendations on other issues related to the conduct of the tender procedure not specified in these Rules.

6.8 Meeting minutes of Commission, containing recommendations for all participants of the competition, are drawn up by Commission secretary and signed by Chairman and Commission secretary.

Secret ballot papers of all members of Commission, the minutes of the counting commission and the turnout list of Commission meeting with the signatures of Commission members present at the meeting are attached to the protocol.

6.9 At the request of the participant of the competition, Commission secretary provides an extract from the meeting minutes of Commission containing the Commission's recommendations on the relevant person.

6.10 Commission secretary ensures that the participants are informed about the contest results.

6.11 Originals of documents (protocols, turnout lists, ballots and other documents) related to the competition are transferred to Personnel department for storage.

Extracts from the meeting minutes of Commissions are attached to the personal files of employees.

6.12 When conducting the competition online using technical means, turnout lists and secret ballot papers are not compiled.

7 FINAL PROVISIONS

7.1 Contest participants have the right to appeal Commission's decision in accordance with the established procedure.

7.2 Issues not regulated by the given Rules are resolved in accordance with the current legislation of the Republic of Kazakhstan.

Appendix 1

TRACK RECORD

Photo

I. PERSONAL DATA

Surname _____
First name _____
Middle name _____
(are filled in as in the identity card)
Current place of work: _____

Current position: _____
e-mail: _____
Mobile phone: _____
IIN _____
(individual identification number)

Date of birth (date, month, year)	
Place of birth	
Nationality*	
Family composition	
Education	
Academic degree	
The year of graduation and the name of the educational institution (educational institutions)	
Qualification in the specialty	
Academic degree, academic title	
Diplomatic rank	
Military, special rank, class rank	
State awards, honorary titles	
Information about disciplinary actions	
Information on disciplinary actions for committing a corruption offense	
Date and results of the certification	
Date of completion of retraining (requalification) and advanced training courses	...

II. WORK EXPERIENCE

Date		Position, place of work, location of the organization
of hiring	of dismissing (retiring)	

III. SUBJECTS TO BE TAUGHT

The taught disciplines	Cipher of the degree program

IV. EMPLOYMENT HISTORY

Total length of service (in years)	
Professional experience (in years)	
Scientific and pedagogical experience (in years)	

V. ENGLISH LANGUAGE PROFICIENCY LEVEL

Level	Marking (+)	Supporting document/date of issue/valid until
Elementary (A1)		
General (A2)		
Intermediate (B1)		
High Intermediate (B 2)		
Advanced (C1)		
Professional (C 2)		

VI. PARTICIPATION IN SCIENTIFIC PROJECTS IN RECENT YEARS:

Name of the scientific project	Customer	Role	Status	Year

VII. LIST OF PUBLICATIONS

In domestic publications (year, name)	In foreign publications (year, name, quartile)	In the proceedings of international conferences (year, name)	Textbook, manual, monograph (year, title)

VIII. H-INDEX / HIRSCH INDEX

h-index - ____

Appendix 2

Secret ballot by competitive selection

Commission meeting dated «__» _____ 20___. Minutes № ____

Institute _____

№	Full name	Position	Result of voting	
			To recommend for concluding the employment contract 1 year 3 years	Not to recommend for concluding the employment contract
1.			To recommend for concluding the employment contract 1 year 3 years	Not to recommend for concluding the employment contract
2.			To recommend for concluding the employment contract 1 year 3 years	Not to recommend for concluding the employment contract
3.			To recommend for concluding the employment contract 1 year 3 years	Not to recommend for concluding the employment contract

Notes:

When voting, a member of the Commission member must clearly and precisely express their position on each employee by crossing out or circling the appropriate voting options

REGISTRATION SHEET ON CHANGES TO*(document designation)*

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position

