

## **Rules for registration of documents for Satbayev University job contest**

Full list of documents submitted by candidates for participation in the contest:

1. Application form (generated automatically when filling out the form);
2. Copy of the identity card;
3. Information about the applicant for the position, including contact details (the form for filling is available on the website);
4. Documents confirming the necessary professional education, certified following the established procedure (notarized or at the place of previous work): copies of diplomas of higher, postgraduate education, academic / or academic degree, academic title, and originals of these documents for verification;
5. Copies of certificates of retraining and advanced training for the last 3 years in the taught disciplines in the amount of at least 72 hours, certificate of management in education, certificate of foreign internship (if available), international certificates confirming the level of proficiency in a foreign language, etc.;
6. Copies of documents confirming the applicants' work experience and originals for verification;
7. A list of completed scientific projects (indicating their role in each project), scientific papers, and patents (inventions) certificates for intellectual property for the last 5 years, certified at the place of work;
8. Certificates from egov.kz: about the presence/absence of a criminal record, about the presence/absence of psychiatric, drug registry, information about the commission of a corruption offense by a person, a copy of a medical certificate 075/a for citizens of Kazakhstan and 028/a for foreign citizens and stateless citizens (except for current employees of KazNRTU named after K.I. Satbayev).

Each document is submitted separately.

Documents are submitted in doc, docx and pdf formats.

The weight of each document should not exceed 19 megabytes.

Each scan of the document should be 900 by 1200 pixels (approximately 2 megabytes) and no more than 1500 by 2200 pixels (approximately 5.5 megabytes).

There is no need to submit a resume.

Be sure to download "Personal Questionnaire", fill it out and send it as a resume.

# **Instructions for preparing the documents**

## **for Satbayev University job contest**

1. Prepare the original documents according to the list above.
2. Scan the documents. To scan a single document:
  - Open Paint program (a regular picture editor).
  - Click "File" button
  - In the drop-down menu, click "From scanners or cameras" button. The printer menu opens.
  - Select the following printer settings "Color image, 150 dpi".
  - Click the scan button.
  - Make sure that the image size is not less than 900 by 1200 pixels and not more than 1500 by 2200 pixels. If necessary, change the size using "Change size" button.
  - Save the result as jpeg/jpg.
4. If the size of your scans (image files) is more than 5.5 megabytes, reduce them. For this:
  - Open the file in jpeg/jpg format using Paint program (a regular image editor).
  - Change the image size using "Resize" button.
  - Make sure that the image size is not less than 900 by 1200 pixels and not more than 1500 by 2200 pixels.
5. Generate the document files.
  - Open the Microsoft Word program.
  - Insert the first scan into the program, format the image size according to the page size.
  - If necessary, add other documents or scans. For example, the second side of the identity or multiple certificates.
  - Save the result in pdf format.
  - Name the resulting file according to "Your name of the document" template. For example: "K.Satbayev\_Certificate" or "K.Satbayev\_other documents"
6. The identity card must be scanned from both sides and both scans must be enclosed in the document being sent.
7. Go to "Submission of documents for the Satbayev University job contest" page and download Personal Questionnaire form.  
<https://official.satbayev.university/ru/vacancies>
8. Fill out a personal questionnaire and save it. No need to print it out.
9. Check the availability of all files and their size (no more than 19 megabytes).

For questions related to document requirements,

please call 8 (727) 2926037.