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RULES

EMPLOYMENT OF GRADUATES

R V-09-2025

Developed by:
Head of the CPDC
Tussupova G.A.



Karaganda

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1 Area of application

These rules establish the procedure for employment of graduates who have completed their studies at the university and a set of measures to promote employment of graduates of the NPJSC «Abylkas Saginov Karaganda Technical University».

These rules are applied by all divisions of the NPJSC «Abylkas Saginov Karaganda Technical University» (hereinafter referred to as Abylkas Saginov KTU) and are part of the quality management system documents.

2 Normative references

The following referenced regulatory documents are required for the application of this rule:

NS RK ISO 9001-2016 (ISO 9001:2015) «Quality management systems. requirements».

NS RK ISO 9000-2017 (ISO 9000:2015) «Quality management systems. fundamentals and vocabulary».

3 Terms, definitions and abbreviations

The following terms with corresponding definitions and abbreviations are used in this rule:

R – rules;

QMR – quality management representative;

DAA - department of academic affairs

CQMA - is a center for quality management and accreditation.

CLM - center for labor mobility

MLSPP - ministry of labor and social protection of the population.

4 Responsibility and authority

4.1 The head of the CPDC is responsible for the implementation of the procedure.

4.2 The developer is responsible for the development of the requirements of these rules and their compliance with the requirements of DP X-01.

4.3 Responsibility for the organization and coordination of activities to implement specific stages of the rules for the distribution of graduates and the quality of the final results lies with the heads of departments who are participants in the implementation of a specific stage.

4.4 The heads of departments are responsible for the safety and unauthorized copying of quality management system (QMS) documents located in the quality management and accreditation center, and leakage of service information is borne by heads of departments.

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5 General provisions

These rules (rule) for the employment of graduates have been developed in accordance with the code of the Republic of Kazakhstan «Social code of the Republic of Kazakhstan», the law of the Republic of Kazakhstan «On education», the law of the Republic of Kazakhstan «On state youth policy in the Republic of Kazakhstan», «Model rules for the activities of higher and postgraduate education organizations», «The rules for sending a specialist to work, granting the right to independent employment, exemption from the obligation or termination of the obligation to work by citizens who studied on the basis of a state educational order», by order of the acting minister of science and higher education of the Republic of Kazakhstan dated August 11, 2023 No. 403. By order of the deputy prime minister - minister of labor and social protection of the population of the Republic of Kazakhstan dated June 22, 2023 No. 234. On the approval of the rules for the voluntary relocation of persons to increase the mobility of the workforce.

6 Employment procedure

6.1 Graduates of the NPJSC «Abylkas Saginov Karaganda Technical University» have the right to freely choose their occupation and place of work in accordance with professional training, inclinations and abilities.

6.2 Graduates trained by order of enterprises, in accordance with contracts, are sent to work at these enterprises.

6.3 Career and professional development center (hereinafter referred to as the CPDC) with the active participation of graduating departments of local bodies, it provides assistance to graduates in finding employment (Figure 1).

6.4 Posting information about the upcoming year's graduates on the website.

6.5 Quarterly update of information on vacant positions at enterprises and organizations in the Karaganda region and the Republic of Kazakhstan on the website of the NPJSC «Abylkas Saginov Karaganda Technical University».

6.6 Annual holding of the fair «Graduates of the NPJSC «Abylkas Saginov Karaganda Technical University» with the participation of representatives of potential employers.

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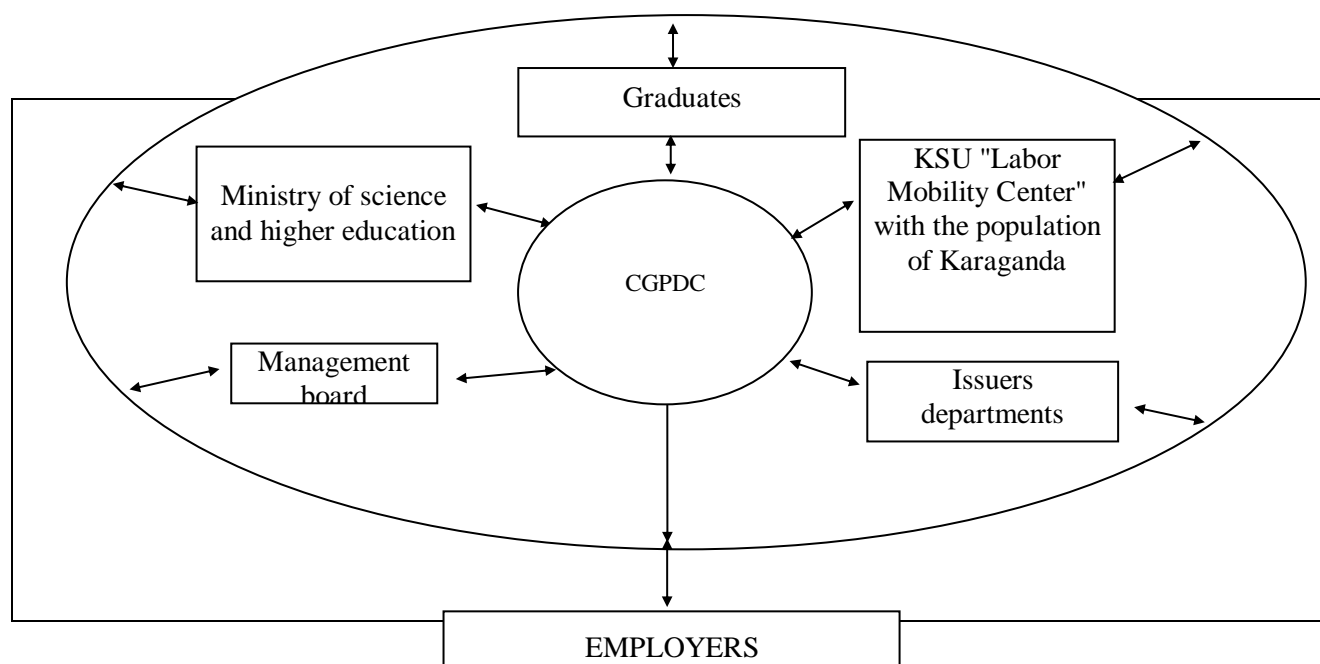


Figure 1 – Mechanism for promoting employment of as Abylkas Saginov KTU graduates

6.7 Carrying out work to increase the number of employers where industrial training is followed by subsequent employment.

6.8 Formation of strategies regarding the quality of training of specialists.

The proposed mechanism for promoting employment of graduates suggests cooperation and interaction between the following entities:

- MNSD, MD and KS, association of higher education institutions;
- Ministry of labor and social protection;
- graduates of as Abylkas Saginov KTU;
- CPDC;
- graduating departments;
- KSU «Labor mobility center for the Karaganda region»;
- employers.

6.9 The mechanism for facilitating employment of KTU as Abylkas Saginov graduates is as follows:

- The center for labor mobility cooperates with the state institution «Center for labor mobility in the Karaganda region» to search for potential employers;
- CPDC interacts with the ministry of higher education, the ministry of labor and social protection and the council of ministers to create a database of vacancies in the relevant specialties across the regions of the Republic of Kazakhstan on the website of the NPJSC «Abylkas Saginov Karaganda Technical University»;

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- the graduate applies the CPDC or on the website of the NPJSC «Abylkas Saginov Karaganda Technical University», or search for work independently;

- the employer has the opportunity to participate in the targeted training of the graduate by making adjustments to the curricula (to the extent possible) when concluding an agreement for the training of specialists commissioned by the enterprise;

-CPDC creates a database of graduates and vacancies, connects graduates with employers, organizes events to formalize and conclude the relevant agreement, and summarizes the results of the activities of all entities in the employment of graduates for subsequent monitoring.

6.10 In function CPDC also includes the following activities:

- conducting targeted systematic work related to the employment of KTU as Abylkas Saginov graduates;

- transfer of information about graduates to the career center of Karaganda of the state institution «Center for labor mobility in the Karaganda Region» (hereinafter referred to as the CC);

- analysis of graduate employment;

- identification of key employer groups;

- speaking in the media with information about the problems of graduate employment and ways to solve them;

- issuance of a work referral (Appendix A) and permits for independent employment (Appendix B);

- draws up the minutes of the meeting of the commission for the personal distribution of graduates/young specialists who studied on the basis of a state educational order/within the rural quota (Appendix B).

6.11 After the graduate has found employment with the help of CPDC or independently, he must provide a document on employment (a certificate from the place of work, a referral to work, or a referral for registration at the CC).

6.12 According to the submitted documents, the graduating departments fill out a personal assignment form for monitoring (Appendix D).

7 Procedures for the placement of young professionals and Doctor of Philosophy (PhD) candidates

7.1 Citizens of the Republic of Kazakhstan, who entered for training on pedagogical specialties within the quota provided to citizens from among rural youth, shall work in state educational organisations located in village, settlement, rural district (hereinafter - rural area), **not less than three years** after graduation from the organisation of higher and postgraduate education (hereinafter - OHPE).

7.2 Citizens of the Republic of Kazakhstan from among rural youth, trained within the quota, in pedagogical, technical and agricultural specialties, shall work for **at least two years** after graduation from OHPE in the regions for resettlement.

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7.3 Citizens who have entered training in pedagogical specialties on the basis of a state educational order work in state educational organizations for at least three years after completing their higher professional education.

7.4 Citizens of the Republic of Kazakhstan, trained in other specialties on the basis of the state educational order, work in organizations, regardless of the form of ownership, **at least three years** after graduation from OHPE.

7.5 Citizens of the Republic of Kazakhstan, trained in doctoral studies on the programme of doctors on the profile on the basis of the state educational order, work in state bodies, OHPE, scientific organizations, scientific departments, autonomous educational organizations «Nazarbayev Intellectual Schools», in educational organizations implementing educational programmes after secondary education (in higher colleges or Institutions), **not less than three years** after completion of the term of study.

7.6 In order to assign young specialists and doctors of philosophy (PhD) to work, their personal assignment is carried out.

7.7 Commissions for the personal placement of young specialists are created in OHPE.

7.8 Commissions for the distribution of young specialists, which start their work from the date of approval of its composition, are permanent and are established annually at the OHPE, where young specialists and PhDs complete their studies. Meetings of the Commissions for the distribution of graduates of the current year are held annually in a face-to-face or distance format.

7.9 The allocation and deployment of young professionals, with the exception of doctors in their field of specialization and doctors of philosophy (PhD), shall be carried out in the following order:

1) the distribution commission annually, not later than 15 January, sends to the local executive bodies, applications indicating the number of graduates, place of residence, specialty and language of training for the provision of vacant jobs for the subsequent employment of graduates of the current year who entered: within the quota provided to citizens from among rural youth; on the basis of the state educational order;

2) Local executive bodies, according to the application submitted by the commission on distribution, not later than 15 February, shall submit to the commission on distribution information on the need for personnel: in state educational organizations, subdivisions of state bodies located in rural areas; in state educational organizations and organizations, regardless of ownership, for citizens of the Republic of Kazakhstan, trained in other specialties on the basis of the state educational order;

3) OHPE, according to the information provided by local executive bodies, in order to employ young specialists, direct interaction is carried out with their potential employers, providing guarantees for the preservation of a vacant position;

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7.10 The distribution of young specialists is carried out on the basis of the employer's application for upcoming employment and the preservation of a vacant position until the young specialist arrives at the place of work.

7.10 Young specialists who have completed their training this year must arrive at their place of work as directed **no later than September 1**.

7.11 Local executive body of the region:

1) after arrival of the young specialist within a month sends to the operator a confirmation of arrival, according to the distribution, with information about the place of work and the type of social assistance provided (if any);

2) Annually **by 1 September** sends to the operator the lists of working young specialists, previous years of graduation, to the authorized agent of the authorized body in the field of education;

13. The right to priority assignment to work in state educational organizations is granted to:

1) persons whose spouse lives, works or serves in the locality that has provided the vacancy;

2) persons whose one or both parents are disabled persons of groups I and II, as well as persons who are guardians and trustees, permanently residing in the locality that provided the vacancy.

7.12 Young specialists sent to work in rural areas receive social guarantees in accordance with the legislation of the Republic of Kazakhstan.

7.13 The distribution and assignment of PhDs to work is carried out in the following order:

1) OHPE in the event of the availability of relevant vacancies, annually, no later than April 15, applications on the need for personnel are sent to the authorized body in the field of education OHPE and scientific organizations;

2) OHPE annually, no later than April 15, send to the authorized body in the field of education lists of persons who have entered doctoral studies in the program for training doctors of philosophy (PhD) on the basis of a state educational order and who are completing their studies in the current year;

3) Commissions for the distribution of doctors on profile and doctors of philosophy (PhD) shall annually, **not later than 15 April**, send to the authorised body in the field of education the lists of persons who have entered doctoral studies on the programme of training of doctors of philosophy (PhD) on the basis of the state educational order and who complete their studies in the current year;

7.14 Personal assignment of doctors of philosophy (PhD) is carried out on the basis of submitted documents and information provided by the authorized body in the field of education, in accordance with applications OHPE and scientific organizations about the need for personnel.

7.15 When assigning young specialists and PhDs, the following are taken into account:

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- 1) place of permanent residence or preferred settlement;
- 2) the presence of circumstances giving the right to priority distribution, provided for by the law and these rules;
- 3) the presence of circumstances established by the law and/or these rules that exempt from the obligation to work off or grant a deferment from the fulfillment of the obligation to work off.
- 4) the average grade point of the graduate;
- 5) petitions of employers;

7.16 In case of enrolment or call up for fixed-term military service, a young specialist is granted a deferment for the period of service, without crediting the time of service to the period of time served.

In case of absence of vacant jobs at the time of distribution, young specialists and PhD's are subject to registration as unemployed in career centers, or through the web portal «e-government» or through the state information portal «Electronic Labour Exchange» (portal enbek.kz) at the place of residence with crediting the time of being registered as unemployed in the period of service.

7.17 In the absence of vacant jobs in the region where they live, corresponding to the professional training and specialty of citizens, and registered in career centers, labour mobility centers offer job seekers the opportunity to find employment in other regions in the order of the Rules of voluntary resettlement of persons to increase the mobility of the workforce.

Departure regions: Almaty, Zhambyl, Mangistau, Turkestan, Kyzylorda region, Zhetisu region and the cities of Astana, Almaty and Shymkent

Labour mobility centers facilitate voluntary resettlement of persons to a new place of residence for employment:

- 1) within one region - from villages with low economic potential to rural settlements, single-industry towns, cities of district (regional) significance with high economic development potential;
- 2) to the regions determined by the Government of the Republic of Kazakhstan, within the framework of regional quotas for admission of resettlers and kandas in accordance with the legislation of the Republic of Kazakhstan in the field of migration, providing for voluntary resettlement.

The preferential right for voluntary resettlement to a new place of residence shall be enjoyed by:

- 1) pupils and graduates of educational organizations for orphans and children left without parental care, aged from sixteen to twenty-three;
- 2) graduates of secondary, technical and vocational, post-secondary, higher and postgraduate education organizations;
- 3) persons released due to liquidation of the employer - legal entity or termination of activity of the employer - natural person, reduction in the number or staff of

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employees, reduction in the volume of production and performed works and services, which caused deterioration of the economic condition of the employer.

4) graduates from among the participants of the projects «Mangilik el zhastary - industriaga!» («Serpín») and «Zharkyn Bolashak», who are registered as job seekers and (or) unemployed, as well as kandas participate in voluntary interregional resettlement regardless of the region/state of departure.

7.18 Spouses who complete their studies at the same time are offered jobs in organizations located in the same locality. If one of the spouses completes his/her studies earlier, his/her allocation is made on general grounds. In this case, the spouse who completes his/her studies later is entitled to priority placement at the spouse's place of work.

7.19 Young professionals and/or doctor of philosophy (PhD) who fail to appear without a valid excuse before the relevant allocation committee shall be allocated without their attendance.

7.20 In order to prevent sending several young specialists and doctors of philosophy (PhD) for one vacancy, their preliminary distribution is carried out by sending the preliminary lists of young specialists and doctors of philosophy (PhD) distributed for work to the authorized body in the field of education annually, not later than 1 March. In case such facts are revealed, the distribution of young specialists and doctors of philosophy (PhD) is made after agreement with the authorized body in the field of education, taking into account the average grade point average and the proximity of the location of the higher education institution to the place of proposed distribution.

7.21 Personal distribution of young specialists and/or Doctor of Philosophy (PhD) is formalized by the decision of the relevant Commission on distribution annually, no later than 1 June, on the basis of which the university prepares referrals to work in the form, according to Annex B to these Rules. At the same time, notification of young specialists and doctors of philosophy (PhD) about their allocation is carried out by the HEI by issuing job referrals no later than three working days from the moment of the decision.

7.22 For failure to fulfil the obligation to work out, stipulated by the Law, the young specialist and Doctor of Philosophy (PhD) shall reimburse the expenses incurred at the expense of budgetary funds in connection with their training, except for cases stipulated by the Law and these Rules, to the budget through the operator.

7.23 The period of service of young specialists and doctor of philosophy (PhD) candidates shall be calculated from the day they conclude an employment contract with their employers.

7.24 OHPE annually, no later than 15 August, within 15 calendar days from the date of the decision on allocation, send to the operator all allocation materials in paper and (or) electronic format, on the allocation of young specialists and doctor of philosophy (PhD) for employment.

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7.25 In case of termination of the employment contract with a young specialist or doctor of Philosophy (PhD) on the employer's initiative, the employer shall notify the local executive body of the region not later than three calendar days after the termination of the employment contract with the provision of relevant supporting documents.

7.26 The following shall be subject to redistribution in accordance with these rules:

young specialists and doctors of philosophy (PhD), provided that their labour contracts have been terminated on the grounds of liquidation of the employer - legal entity, as well as reduction in the number or staff of employees;

persons not enrolled in a master's, residency or doctoral program;

persons who have returned from military service;

persons whose vacant jobs have not been retained by the employer;

persons not hired due to the assignment of several young specialists to one vacancy;

doctors in the profile who were not admitted to the interview or were not competitively selected for a vacant public position;

persons who have not arrived at the place of assignment within the established deadline for valid reasons (illness of a young specialist or close relatives, marriage and change of place of residence, force majeure circumstances that prevented timely arrival at the place of assignment);

women who become pregnant while registered with career centers as jobseekers or unemployed;

persons who have not worked a full term at the place of initial placement for valid reasons, including:

termination of employment due to the primary employee leaving the job when hired to fill a temporarily absent employee (including filling a temporary vacant public position);

marriage and related change of residence.

8 Granting the right to self-employment

8.1 Exemption from the obligation to work off the work provided for by the law is granted by decision of the commission for the personal assignment of young specialists or the commission for the personal assignment of doctors of Philosophy (PhD) (hereinafter referred to as the assignment commission) to the following categories:

1) persons in the absence of vacancies in the locality where the spouse lives, works or serves;

2) disabled persons of groups I and II;

3) persons admitted for further education in a master's degree, residency, or doctoral program;

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4) pregnant women, persons who have or are independently raising a child (children) under the age of three.

9. Termination of the obligation to work off the notice period provided for by the law, without reimbursement of expenses incurred from budgetary funds related to training, occurs:

- 1) in connection with the performance of the obligation to work off;
- 2) in connection with the death of a student (young specialist, doctor of philosophy (PhD), confirmed by relevant documents;
- 3) in the event of the establishment of disability groups I and II during the period of work;
- 4) in connection with exemption from the obligation to work off in cases provided for in paragraph 17 of Article 47 of the Law.

9.1 The circumstances referred to in paragraphs 1, 2, 3 and 4 of this regulation shall be confirmed by appropriate documents.

9.2 Ensuring monitoring and control over compliance with the fulfillment by young specialists and doctors of Philosophy (PhD) of their duties to work out or reimburse budget expenditures in case of non-work is the responsibility of the operator.

9.3 The operator within its competence:

- 1) for the purpose of monitoring the fulfillment of work-related duties, forms and maintains a database of young specialists and doctors of philosophy (PhD), and ensures the storage of submitted documents;
- 2) with the assistance of local executive bodies of the regions and the authorized body in the field of education, monitors the implementation of decisions of the distribution commissions;
- 3) in the case of young specialists and doctors of philosophy (PhDs) who have breached the obligation to work as provided for by the Act, takes measures to ensure that they reimburse to the budget the costs of their training.

10 Coordination and implementation

10.1 The approval of these rules is carried out by the board member - vice-rector for academic affairs, the director of the department of academic affairs, the chief accountant, the head of the legal department and is drawn up in the «Approval Sheet» (Appendix G).

10.2 The document is introduced in accordance with DP X-01.

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11 Ensuring accessibility

11.1 Provision of departments and divisions with working copies of this rule is carried out by posting it on the university website.

11.2 Information about updating documents is posted on the University website in accordance with DP X-01.

12 Storage

12.1 The original of these rules is kept in the central museum and archives.

12.2 These rules shall be stored in accordance with DP X-01.

12.3 The full electronic version of the document is stored in electronic form, and the title page and familiarization sheet are stored in printed form.

13 Analysis and updating

The analysis and updating of these rules is carried out in accordance with DP X-01.

14 Making changes to a document

14.1 Changes to the document are made in accordance with the requirements of DP X-01.

14.2 The head of the CPDC is responsible for making changes to the document.

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Appendix A (required)

F.R. V-01-2025-01

Job placement

The graduate _____
(last name, first name, patronymic (if applicable))

NPJSC Abylkas Saginov Karaganda Technical University

((name of the higher and/or postgraduate educational or research organization in the field of healthcare))

in the specialty and/or educational programs

based on the minutes decision of the commission on personnel distribution dated ____20__ No. __, is assigned to work as

(position)

at _____
(name of the organization)

located at _____
(address)

Board Member –
Vice-Rector for AA

Full Name

----- (breaking line) -----

I, _____
(last name, first name, patronymic (if applicable))

a graduate **of NPJSC Abylkas Saginov Karaganda Technical University**

((name of the higher and/or postgraduate educational or research organization in the field of healthcare))

confirm receiving the assignment to work at

(name of the organization)

located at _____
(address)

for the position of _____

graduate's signature _____ “ ” _____ 20 _____

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Appendix B (required)

F.R. V-01-2025-02

Form No.1

Minutes of the Meeting of the Commission on the Personal Distribution of Graduates/Young Specialists Who Studied Under the State Educational Order

State Order (rural quota, Serpin)

No. _____
“___” ____ 20__

Present:

Chairperson of the Commission:

Full Name, position

Vice-Chairperson of the

Full Name, position

Commission:

Commission Members (*at least 3 people*):

Full Name, position

Full Name, position

Full Name, position

Secretary of the Commission:

Full Name, position

Agenda:

1. Employment of __ (number) graduates of 20__ who completed their studies under the state educational order (bachelor's, master's, doctoral studies)
2. Familiarization of the above-mentioned graduates and members of the Personal Distribution Commission with the provisions of the Law of the Republic of Kazakhstan “On Education” and the Rules for the Assignment of Specialists to Work, Granting the Right to Independent Employment, and the Exemption or Termination of the Obligation to Work off the Service by Citizens of the Republic of Kazakhstan Who Studied Under the State Educational Order, approved by the Order of the Acting Minister of Science and Higher Education of the Republic of Kazakhstan dated August 11, 2023, No. 403.

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Speakers:

1. _____ (Full Name, Position) familiarized all present with the provisions of the current legislation of the Republic of Kazakhstan regulating the procedure for the employment of graduates/young specialists in state educational/healthcare organizations located in rural areas. It was noted that the employment of this category of graduates/young specialists should be carried out based on the applications submitted by graduates/young specialists to the state educational/healthcare organizations.
2. _____ (Full Name, Position) familiarized all present with the provisions of the current legislation of the Republic of Kazakhstan regulating the procedure for granting the right to independent employment (exemption from the obligation to work). It was noted that exemption from the obligation to work is only granted if there are relevant circumstances provided by the Law of the Republic of Kazakhstan “On Education” and supporting documents confirming these circumstances.

The Commission Decided:

1. To arrange employment for the following graduates/young specialists of 20____ in state educational/healthcare organizations:

No	Full Name of Graduate/Young Specialist	IIN	Region	District	Settlement	Organization	Position	Basis for Work Assignment
1								
2								

_____ (Full Name, Position) will issue the above-mentioned graduates/young specialists with work assignments for acknowledgment.

2. To refer the following graduates/young specialists of 20____ to be registered as unemployed / to be exempt from the obligation to work, as provided by the Law of the Republic of Kazakhstan “On Education”, or to grant deferral due to conscription for compulsory military service, based on the supporting documents provided

No	Full Name of Graduate/Young Specialist	IIN of Graduate/Young Specialist	Reason for Deferral/Exemption from Work Obligation	Name and Details of Supporting Document
1				
2				

_____ (Full Name, Position) will issue the above-mentioned graduates/young specialists with an acknowledgment of registration as unemployed.

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3. _____ (Full Name, Signature) will, within 15 (fifteen) calendar days from the signing of this minutes, send it, along with all necessary documents, to the authorized representative of the competent authority in the field of education to monitor the fulfillment of the work obligation by young specialists as required by the legislation of the Republic of Kazakhstan.

Chairperson of the Commission:

Full Name, position

Vice-Chairperson of the Commission:

Full Name, position

Commission Members (*at least 3 people*):

Full Name, position

Full Name, position

Full Name, position

Full Name, position

Secretary of the Commission:

Full Name, position

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Appendix C (required)

F.R. V-01-2025-03

Information about Young Specialists of the 2022 Intake, Graduating in 2024 NPJSC “Abylkas Saginov Karaganda Technical University” who studied under the state educational order, the total amount of funds spent, and their distribution

Bachelor (Master, Doctor of Philosophy)

Total number of students _____, including those who completed their studies
_____, expelled _____

No.	Full Name	IIN	Place of Residence (Address)	Date of Agreement	Grant Award Certifi cate		Code, Specia lty	Lang uage of study	Form of Educati on	Period of Study under the State Educational Order					Total Education al Expenses
					number	date				enrollment for the grant	date	form of completion	date	graduation	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1															
2															

Board Member - Vice-Rector for Academic Affairs

NPJSC “Abylkas Saginov Karaganda Technical University” (Signature)

Chief Accountant

NPJSC “Abylkas Saginov Karaganda Technical University”

Responsible:

F.02-2022

[illegible]

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Bibliography

1 Code of the Republic of Kazakhstan «Social code of the Republic of Kazakhstan» dated April 20, 2023 No. 224-VII AMS.

2 Law of the Republic of Kazakhstan «On education» dated July 27, 2007 No. 319-III AMS.

3 Law of the Republic of Kazakhstan «On the state youth policy in the Republic of Kazakhstan» dated February 9, 2015 No. 285-V

4. Law of the Republic of Kazakhstan on approval of the model rules for the activities of higher and postgraduate education organizations dated October 30, 2018 No. 595.

5. The rules for sending a specialist to work, reimbursement of expenses incurred at the expense of budgetary funds, granting the right to independent employment, exemption from the obligation or termination of the obligation to work off by citizens of the Republic of Kazakhstan who studied on the basis of a state educational order, approved by the order of the acting minister of science and higher education of the Republic of Kazakhstan dated August 11, 2023 No. 403, and rules for awarding an educational grant to pay for higher or postgraduate education with the award of a bachelor's or master's degree, approved by order of the acting minister of science and higher education of the Republic of Kazakhstan dated August 25, 2023 No. 443.

6. Order of the deputy prime minister - minister of labour and social protection of population of the Republic of Kazakhstan from 22 June 2023 № 234. On approval of the rules of voluntary resettlement of persons to increase labour mobility.