

**APPROVED**  
**By the decision of the**  
**Board of Directors**  
**NPJSC Abylkas Saginov**  
**Karaganda Technical University**  
**(Minutes No. 1**  
**dated 01/10/2020)**

**Procedure for selection and appointment of the Chairman of the Management Board - Rector  
and election of members of the Management Board of the Non-Profit Joint-Stock Company  
Abylkas Saginov Karaganda Technical University**

**1. General provisions**

1. This Procedure for the selection and appointment of the Chairman of the Management Board - Rector and the election of members of the Management Board of the Non-Profit Joint-Stock Company Abylkas Saginov Karaganda Technical University (hereinafter referred to as the Procedure) has been developed in accordance with the Law of the Republic of Kazakhstan "On Joint-Stock Companies", the Charter of the Non-Profit Joint-Stock Company Abylkas Saginov Karaganda Technical University (hereinafter referred to as the Company) and other regulatory legal acts of the Republic of Kazakhstan and determines the procedure for the election (appointment) of the Chairman of the Management Board - Rector, appointment of a member of the Management Board on academic issues, election of members of the Management Board.

**2. The procedure for the election (appointment) of the Chairman of the Management  
Board - Rector**

2.1 Election (appointment) of the Chairman of the Management Board - Rector belongs to the exclusive competence of the authorized body of the relevant industry as the Sole Shareholder of the Company (hereinafter referred to as the authorized body).

The election (appointment) of the Chairman of the Management Board - Rector is carried out through an open competition (hereinafter referred to as the Competition) and includes the following stages:

- making a decision on holding the Competition;
- publication of the announcement of the Competition;
- acceptance of documents of applicants for the position of Chairman of the Management Board - Rector;
- making a decision on the admission of persons who submitted documents to participate in the Competition;
- consideration of documents of candidates applying for the position of Chairman of the Management Board - Rector at a meeting of the Board of Directors;
- consideration of documents of candidates applying for the position of Chairman of the Management Board - Rector, at a meeting of the Republican Commission;
- making a decision on the election (appointment) of the Chairman of the Management Board - Rector by the authorized body as the Sole Shareholder.

2.2 The decision to hold a Competition for the position of Chairman of the Management Board - Rector is made by the Board of Directors. The Board of Directors determines the conditions, date and place of its holding.

2.3 The announcement of the Competition for the position of the Chairman of the Management Board - Rector of the Company in accordance with Appendix 1 is published in the mass media (the

Internet resource of the authorized body and the company) in the state and Russian languages ten calendar days before the date of the competition (*this paragraph was amended by the decision of the Board of Directors of the Company dated January 12, 2024*).

2.4 The main requirements for the selection of candidates for the position of the Chairman of the Management Board - Rector are:

- 1) availability of higher and (or) postgraduate education;
- 2) work experience of at least 5 years in managerial positions in educational organizations and (or) in an authorized body in the field of education.
- 3) possession of an academic degree of candidate of science, doctor of science or degree of doctor of philosophy (PhD), doctor in the profile (*this clause was supplemented by the decision of the Board of Directors of the Company dated May 3, 2024*).

2.5 Anyone can take part in the Competition, including foreign citizens who meet the requirements provided for in this Procedure.

2.6 To participate in the Competition, the following documents are submitted to the authorized body in paper and electronic media:

- 1) application in the form according to Appendix 2;
- 2) copy of the identity document of the participant of the Competition;
- 3) achievement list of the participant of the competition with a color photography of 3x4 in the form according to Appendix 3;
- 4) institution of higher education development program;
- 5) copies of educational documents and supplements to them with the presentation of originals for verification:

- copies of education documents received by citizens of the Republic of Kazakhstan in foreign educational institutions are accompanied by copies of certificates of recognition or nostrification of these education documents issued by the authorized body in the field of education, with the exception of education documents issued by foreign higher educational institutions, scientific centers and laboratories to citizens of the Republic of Kazakhstan – holders of the international scholarship “Bolashak”, as well as those falling under the international contract (agreement) on mutual recognition and equivalence;

- copies of educational documents issued to holders of the international scholarship “Bolashak” are attached with a copy of the certificate of completion of training under the international scholarship of the President of the Republic of Kazakhstan “Bolashak”, issued by the Joint-Stock Company “Center for International Programs”;

- copies of certificates of recognition of these educational documents issued by the authorized body in the field of education are attached to copies of educational documents that are subject to an international contract (agreement) on mutual recognition and equivalence;

- 6) a copy of a document confirming labor activity, certified by the personnel department at the place (current or last) of work;

- 7) medical certificate of health (medical professional advisory opinion) in the form No. 075/y, in accordance with the forms of primary medical documentation of health care organizations, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. 175/2020, issued no more than six months before the date of submission of documents (*this paragraph was amended by the decision of the Board of Directors of the Company dated May 03, 2024*);

- 8) certificate from the neuropsychiatric organization, issued no more than one year before the date of submission of documents in accordance with the legislation on public services;

- 9) certificate from the narcological organization, issued no more than one year before the date of submission of documents in accordance with the legislation on public services;

- 10) certificate of the presence or absence of a criminal record from the e-government portal for citizens (PSC, Egov portal.kz, etc.) (*this paragraph was amended by the decision of the Board of Directors of the Company dated May 03, 2024*);

11) a certificate of the presence or absence of information on the commission of a corruption offence from the electronic government portal for citizens (Public Service Center, Egov.kz portal, etc.) *(this paragraph was amended by the decision of the Board of Directors of the Company dated May 03, 2024)*

In cases of implementation of restrictive measures by the relevant state bodies, the introduction of a state of emergency, emergencies of a social, natural and man-made nature, the service recipients of the Competition participants do not submit the documents specified in subparagraphs 7, 8 and 9.

Persons applying for participation in the Competition can provide additional information regarding their education, work experience, professional level and reputation (copies of documents on advanced training, awarding academic degrees and titles, characteristics, recommendations, scientific publications and other information characterizing their professional activities, qualifications).

A person applying for participation in the Competition submits documents in accordance with clause 2.6 of this Procedure, as well as the development program of a higher education institution (hereinafter referred to as the development program) to the authorized body within the period specified in clause 2.3 of this Procedure.

2.7 The decision on the admission of persons who submitted documents to participation in the Competition is made by the authorized body within five working days from the date of the end of acceptance of documents. The list of persons admitted to participate in the competition, with all documents, is sent by the authorized body to the Corporate Secretary of the Board of Directors.

2.8 The following persons are not allowed to participate in the Competition:

- 1) under twenty-five years old;
- 2) previously committed corruption offense;
- 3) having an outstanding or unexpunged conviction;
- 4) registered in medical special institutions;
- 5) other cases provided for by the legislation of the Republic of Kazakhstan.

2.9 Documents of persons admitted to participate in the Competition, as well as development programs submitted by candidates, are considered at a meeting of the Board of Directors within ten working days *(this paragraph was amended by the decision of the Board of Directors of the Company dated May 03, 2024)*.

Participation of a candidate in a meeting of the Board of Directors is mandatory.

2.10 Corporate secretary:

- 1) ensures the publication of the announcement of the competition at the expense of the non-profit limited company;
- 2) prepares documents for consideration at a meeting of the Board of Directors;
- 3) ensures the holding of a meeting of the Board of Directors for consideration of documents of persons admitted to participate in the Competition through videoconferencing (if necessary), video recording of the meeting progress, ensures storage of video recording on electronic media;
- 4) ensures secret voting by means of programs / applications or other electronic means, allowing to ensure the secrecy of voting.
- 5) generates a list of candidates recommended by the Board of Directors for the position of Chairman of the Management Board - Rector and sends it to the authorized body for consideration at a meeting of the Republican Commission.

2.11 A meeting of the Board of Directors shall be deemed competent if attended by at least two thirds of the total number of members of the Board of Directors.

2.12 It is allowed to hold a meeting of the Board of Directors to consider documents of persons admitted to participate in the Competition for the position of Chairman of the Management Board - Rector, in the videoconference mode (hereinafter referred to as the VCM).

2.13 The Board of Directors, after considering the development program of a higher educational institution, by secret ballot and at least two-thirds of votes, determines the candidacy (candidates) for consideration by the Republican Commission.

2.14 In the event of a meeting of the Board of Directors to consider documents of persons admitted to participate in the Competition for the position of Chairman of the Management Board - Rector, in the videoconferencing mode, voting is carried out through programs / applications or other electronic means that allows ensuring the secrecy of voting.

2.15 Based on the results of consideration of documents of persons admitted to participate in the Competition for the position of Chairman of the Management Board - Rector, if they meet the requirements, the Board of Directors forms a list of recommended candidates to be submitted for consideration by the Republican Commission.

2.16 If documents of less than two candidates that meet the requirements established by this Procedure are submitted for consideration by the Board of Directors, or documents (competitive applications) were not received, or candidates were not recommended, the Board of Directors shall declare the Competition invalid and take a decision to hold a repeated Competition.

2.17 The protocol resolution of the Board of Directors with all documents is transferred to the Republican Commission.

2.18 The composition of the Republican Commission is determined by the authorized body.

2.19 The Republican Commission examines the submitted documents and conducts an interview with the participants of the competition within 30 calendar days. Based on the results of the interview by an open vote, a majority of votes determines the candidate for the position of the Chairman of the Management Board - Rector.

In cases of implementation of restrictive measures by the relevant state bodies, the introduction of a state of emergency, emergencies of a social, natural and man-made character, the Republican Commission conducts a competition for the election of the Chairman of the Management Board - Rector online. The Republican Commission notifies the candidates about the results of the competition after an open vote.

The work experience of a candidate in managerial positions in higher educational institutions and (or) in educational management bodies, other things being equal, is the primary basis for recommending a candidate for the position of Chairman of the Management Board - Rector of the Company.

2.20 If, as a result of the interview, the Republican Commission did not identify a candidate for the position of the Chairman of the Management Board - Rector, then the Board of Directors declares the competition invalid and decides to hold a repeated competition.

The materials of the competition commission, documents of the participants in the competition who received a positive conclusion of the competition commission, as well as the track record, application and documents of persons who did not pass the competitive selection, are stored in the personnel service of the authorized body.

2.21 The decision of the Republican Commission is the basis for the appointment of the Chairman of the Management Board - Rector.

Based on the positive decision made by the Republican Commission on the candidacy of the Chairman of the Management Board - Rector, the authorized body as the Sole Shareholder issues an order on the appointment of the Chairman of the Management Board - Rector and concludes an employment contract with him (hereinafter referred to as the Agreement).

2.22 The employment contract is concluded for a period of three years. At the end of the term, by agreement of the parties, the employment contract is extended or a decision is made to announce the Competition for the position of Chairman of the Management Board - Rector.

2.23 A probationary period is established in the employment contract. Upon the expiration of the probationary period, in the event that the Chairman of the Management Board - Rector is found to be inconsistent with the position held, the Agreement is terminated by the Sole Shareholder in accordance with the requirements of the labor legislation of the Republic of Kazakhstan.

### **3. Appointment of Management Board member for Academic Affairs**

3.1 Appointment of a member of the Management Board for Academic Affairs is within the exclusive competence of the authorized body as the Sole Shareholder.

3.2 The Sole Shareholder independently determines the procedure for the appointment, determination of the term of office of a member of the Management Board for Academic Affairs and early termination of his powers, as well as the procedure for considering issues of his disciplinary liability.

3.3 Based on the positive decision taken by the Sole Shareholder, the Chairman of the Management Board - Rector issues an order on the appointment of a member of the Management Board for Academic Affairs and concludes an employment contract with him.

3.4 An employment contract with a member of the Management Board for Academic Affairs is concluded for a period determined by the Sole Shareholder. At the end of the term, by agreement of the parties, the employment contract is extended or terminated.

3.5 A probationary period is established in the employment contract. Upon the expiration of the probationary period, in the event that a member of the Management Board for Academic Affairs is found to be inconsistent with the position held, the employment contract is terminated in accordance with the requirements of the labor legislation of the Republic of Kazakhstan.

#### **4. The procedure for electing members of the Management Board (with the exception of the Chairman of the Management Board - Rector and a Management Board member for Academic Affairs)**

4.1 Determination of the number of members of the Management Board of the Company, their term of office and election of members of the Management Board (with the exception of the Chairman of the Management Board - Rector and a Management Board member for Academic Affairs), as well as early termination of their powers and bringing to disciplinary liability are within the exclusive competence of the Board of Directors.

4.2 The election of members of the Management Board (with the exception of a Management Board member for Academic Affairs) is carried out through an open competition (hereinafter referred to as the Competition) and includes the following stages:

- making a decision on holding the Competition;
- publication of the announcement of the Competition;
- acceptance of documents from persons applying for the positions of members of the Management Board (with the exception of a Management Board member for Academic Affairs);
- consideration of documents of candidates applying for the positions of members of the Management Board (with the exception of a Management Board member for Academic Affairs), interviewing and making a decision on election at a meeting of the Board of Directors.

4.3 The Board of Directors at its meeting determines the number of members of the Management Board of the Company and makes a decision on holding a Competition for the positions of members of the Management Board, determines the conditions, date and place of its holding.

4.4 The announcement on the holding of a Competition for the position of members of the Management Board of the Company (with the exception of a Management Board member for Academic Affairs) is published in the mass media (the Internet resource of the authorized body and the Company) in the state and Russian languages ten calendar days before the date of the competition (*this paragraph was amended by the decision of the Company's Board of Directors dated January 12, 2024*).

4.5 The main requirements for the selection of candidates for the positions of members of the Management Board (with the exception of a Management Board member for Academic Affairs) are:

- 1) the presence of higher and (or) postgraduate education;
- 2) at least 5 years of work experience in managerial positions in the field of supervised issues (*this paragraph was amended by the decision of the Company's Board of Directors dated May 03, 2024*).

Additional requirements for the member of the Management Board - Vice-Rector for Science and Innovations:

- 1) academic degree of candidate of sciences, doctor of sciences or doctor of philosophy (PhD), doctoral degree by profile;
- 2) availability of monographs and (or) scientific publications in international peer-reviewed journals and domestic journals included in the List of editions recommended by the authorized body for publication of the main results of scientific activity;
- 3) experience in the implementation of funded research projects. *(this paragraph was supplemented by the decision of the Company's Board of Directors dated May 03, 2024 and amended by the decision of the Board of Directors dated October 09, 2024).*

Additional requirements for a member of the Management Board - Vice-Rector for Strategic Development and Digitalization:

- 1) availability of an academic degree of Candidate of Science, Doctor of Science or Doctor of Philosophy (PhD) degree, doctoral degree by profile;  
*(this paragraph was supplemented by the decision of the Company's Board of Directors dated October 09, 2024).*

Additional requirements for a member of the Management Board - Vice-Rector for Strategic Development and Digitalization:

- 2) availability of an academic degree of Candidate of Science, Doctor of Science or Doctor of Philosophy (PhD) degree, doctoral degree by profile;  
*(this paragraph was supplemented by the decision of the Company's Board of Directors dated October 09, 2024).*

4.6 Anyone can take part in the Competition, including foreign citizens who meet the requirements provided for in this Procedure.

4.7 To participate in the Competition, the Corporate Secretary is provided with the following documents in paper and electronic media:

- 1) application in the form according to Appendix 2;
- 2) copy of the identity document of the participant of the Competition;
- 3) achievement list of the participant of the competition with a 3x4 color photo in the form according to Appendix 3;
- 4) copies of educational documents and supplements to them with the presentation of originals for verification:
  - copies of education documents received by citizens of the Republic of Kazakhstan in foreign educational institutions are accompanied by copies of certificates of recognition or nostrification of these education documents issued by the authorized body in the field of education, with the exception of education documents issued by foreign higher educational institutions, scientific centers and laboratories to citizens Of the Republic of Kazakhstan - holders of the international scholarship "Bolashak", as well as those falling under the international contact (agreement) on mutual recognition and equivalence;
  - copies of educational documents issued to holders of the international scholarship "Bolashak" are attached with a copy of the certificate of completion of training under the international scholarship of the President of the Republic of Kazakhstan "Bolashak", issued by the Joint-Stock Company "Center for International Programs";
  - copies of certificates of recognition of these educational documents issued by the authorized body in the field of education are attached to copies of educational documents that are subject to an international contract (agreement) on mutual recognition and equivalence;
- 5) a copy of a document confirming labor activity, certified by the personnel department at the place (current or last) of work *(this paragraph was amended by the decision of the Board of Directors of the Company dated May 03, 2024);*



6) medical certificate of health (medical professional advisory opinion) in the form No. 075/y, in accordance with the forms of primary medical documentation of health care organizations, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. 175/2020, issued no more than six months before the date of submission of documents (*this paragraph was amended by the decision of the Board of Directors of the Company dated May 03, 2024*);

8) certificate from the neuropsychiatric organization, issued no more than one year before the date of submission of documents in accordance with the legislation on public services;

9) certificate from the narcological organization, issued no more than one year before the date of submission of documents in accordance with the legislation on public services;

10) certificate of the presence or absence of a criminal record from the e-government portal for citizens (PSC, Egov portal.kz, etc.) (*this paragraph was amended by the decision of the Board of Directors of the Company dated May 03, 2024*);

11) a certificate of the presence or absence of information on the commission of a corruption offence from the electronic government portal for citizens (Public Service Center, Egov.kz portal, etc.) (*this paragraph was amended by the decision of the Board of Directors of the Company dated May 03, 2024*)

In cases of implementation of restrictive measures by the relevant state bodies, the introduction of a state of emergency, emergencies of a social, natural and man-made nature, the service recipients of the Competition participants do not submit the documents specified in subparagraphs 6, 7 and 8.

Persons applying for participation in the competition can provide additional information regarding their education, work experience, professional level and reputation (copies of documents on advanced training, awarding academic degrees and titles, characteristics, recommendations, scientific publications and other information characterizing their professional activities, qualifications).

Persons applying for participation in the Competition submit documents in accordance with clause 4.7 of this Procedure to the Corporate Secretary within the period specified in clause 4.4 of this Procedure.

4.8 The following persons are not allowed to participate in the Competition:

- 1) under twenty-five years old;
- 2) previously committed corruption offense;
- 3) having an outstanding or unexpunged conviction;
- 4) registered in medical special institutions;
- 5) other cases provided for by the legislation of the Republic of Kazakhstan.

4.9 Corporate secretary:

1) ensures the publication of the announcement of the tender at the expense of the non-profit limited company;

2) accepts and prepares documents for consideration at a meeting of the Board of Directors;

3) ensures the holding of a meeting of the Board of Directors for consideration of documents of persons admitted to participate in the Competition through videoconferencing (if necessary), video recording of the meeting progress, ensures storage of video recording on electronic media;

4) ensures secret voting by means of programs/applications or other electronic means, allowing to ensure the secrecy of voting.

5) forms a list of candidates elected by the Board of Directors for the positions of members of the Management Board of the Company (with the exception of a Management Board member for Academic Affairs).

4.10 The Board of Directors considers documents for compliance with the requirements of clause 4.5 of this Procedure, and conducts interviews with applicants for the positions of members of the Management Board (except for a Management Board member for Academic Affairs) within seven working days.

Participation of candidates in a meeting of the Board of Directors is mandatory.

4.11 A meeting of the Board of Directors shall be deemed competent if attended by at least two thirds of the total number of members of the Board of Directors.

4.12 It is allowed to hold a meeting of the Board of Directors to consider documents of persons applying for the positions of members of the Management Board (except for a Management Board member for Academic Affairs) and conduct an interview with them, in the videoconferencing mode.

4.13 If the candidate is unable to participate in a meeting of the Board of Directors to review documents of persons applying for the positions of members of the Management Board (except for a Management Board member for Academic Affairs) and conduct an interview with them, through the videoconferencing mode, the interview is postponed to another day, but no later than three business days, while the Corporate Secretary notifies the candidate one day before the re-interview.

4.14 Based on the results of consideration of documents of persons applying for the positions of members of the Management Board (with the exception of a Management Board member for Academic Affairs) and an interview with them, the Board of Directors, by secret ballot by a majority of votes, determines a candidate for the position of a member of the Management Board.

Work experience in managerial positions in higher educational institutions and (or) in educational management bodies, all other things being equal, is the primary basis for determining a candidate for the position of a member of the Management Board.

4.15 If documents of less than two candidates for the position of a member of the Management Board meeting the requirements set forth in this Procedure are submitted for consideration by the Board of Directors, or the documents (applications) were not received, were withdrawn, or the candidates were not recommended, the Board of Directors shall recognize the Competition as invalid and decide to hold a second Competition.

The materials of the tender committee, documents of the tender participants who received a positive conclusion of the Board of Directors, as well as the track record, application and documents of persons who did not pass the competitive selection, are kept by the Corporate Secretary.

4.16 Based on the results of the interview, the Board of Directors makes a decision on the election of members of the Management Board, their term of office, but not more than 3 years (with the exception of the Management Board member for Academic Affairs).

4.17 Based on the adopted positive decision of the Board of Directors, the Chairman of the Management Board - Rector issues an order on the appointment of members of the Management Board and concludes employment contracts with them.

4.18 An employment contract with each member of the Management Board (except for a Management Board member for Academic Affairs) is concluded for a period determined by the Board of Directors. At the end of the term, by agreement of the parties, the employment contract is extended or a decision is made to announce a Competition for the position of a member of the Management Board.

4.19 A probationary period is set out in the employment contract. Upon the expiration of the probationary period, in the event that a member of the Board is found to be inconsistent with the position held, the employment contract is terminated in accordance with the requirements of the labor legislation of the Republic of Kazakhstan.



**The Board of Directors of the Non-Profit Joint-Stock Company Abylkas Saginov Karaganda Technical University, 100027, Karaganda, Nursultan Nazarbayev Ave., 56, announces a competition for the vacant position of the Chairman of the Management Board - Rector of the Non-Profit Joint-Stock Company Abylkas Saginov Karaganda Technical University located at the address: Karaganda, Nursultan Nazarbayev ave., 56.**

The main subject of activity is the provision of educational services in the field of higher, postgraduate, technical and professional, post-secondary and additional education.

The purpose of the activity is to create the necessary conditions for obtaining high-quality education, training and teaching aimed at the formation, development and professional development of an individual based on national and universal values, achievements of science and practice, as well as for the development of scientific potential and commercialization of developments.

Requirements for the participants of the competition: higher and (or) postgraduate education, work experience in managerial positions in educational organizations and (or) an authorized body in the field of education for at least 5 years.

A person cannot take part in the competition if he:

- 1) is under twenty-five years old;
- 2) previously committed corruption offense;
- 3) having an outstanding or unexpunged conviction;
- 4) registered in medical special institutions;
- 5) other cases provided for by the legislation of the Republic of Kazakhstan.

A person applying for participation in the competition submits the following documents:

- 1) statement in the prescribed form;
- 2) copy of the identity document of the participant of the Competition;
- 3) achievement list of the participant of the competition with a 3x4 color photo in the prescribed form;
- 4) institution of higher education development program;
- 5) copies of educational documents and supplements to them with the presentation of originals for verification;
- 6) a copy of a document confirming labor activity, certified by the personnel department at the place (current or last) of work;
- 7) medical certificate of health (medical professional advisory opinion) in the form No. 086/y;
- 8) certificate from the neuropsychiatric organization, issued no more than one year before the date of submission of documents in accordance with the legislation on public services;
- 9) certificate from the narcological organization, issued no more than one year before the date of submission of documents in accordance with the legislation on public services;
- 10) a document confirming the absence of a ban on holding a position in accordance with criminal law.

**Acceptance of documents for participation in the competition is carried out within 10 (ten) calendar days from the date of publication of the announcement.**

**The date and place of the competition will be announced additionally. The above documents must be submitted in a timely manner to the Committee of Higher and Postgraduate Education of the Ministry of Science and Higher Education of the Republic of Kazakhstan (office 643), telephone: 8 (7172) 74-24-26, 74-27-25.**

\_\_\_\_\_  
(authorized body)

### Application

I ask to allow me to participate in the competition for the vacant position of Chairman of the Management Board - Rector \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I am familiar with the main requirements of the Procedure for selection and appointment by the Board of Directors to the position of Chairman of the Management Board - Rector, agree and undertake to comply with them.

I am responsible for the authenticity of the submitted documents.

Attached documents:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Address and contact phone number \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name (if available))

« \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_

**SERVICE RECORD**  
of candidate for the position of the first head of the educational organization

тегі, аты және әкесінің аты (болған жағдайда) /  
фамилия, имя, отчество (при наличии) / full name (if available)

лауазымы, санаты (болған жағдайда) /  
должность, категория (при наличии) / position, category (if available)

**ЖЕКЕ МӘЛІМЕТТЕР / ЛИЧНЫЕ ДАННЫЕ / PERSONAL DETAILS**

ФОТО  
PHOTO  
(түрлі түсті /  
Цветное/ colour,  
3x4 )

1. Туған күні және жері /  
Дата и место рождения / Date and place of birth
2. Ұлты (қалауы бойынша) /  
Национальность (по желанию) / Nationality (optional)
3. Оқу орнын бітірген жылы және оның атауы /  
Год окончания и наименование учебного заведения /  
Graduation year and name of the educational institution
4. Мамандығы бойынша біліктілігі, ғылыми дәрежесі, ғылыми атағы (болған жағдайда) /  
Квалификация по специальности, ученая степень, ученое звание (при наличии) /  
Qualification in the specialty, academic degree, academic title (if available)
5. Шетел тілдерін білуі /  
Владение иностранными языками / Foreign language proficiency
6. Мемлекеттік наградалары, құрметті атақтары (болған жағдайда) /  
Государственные награды, почетные звания (при наличии) /  
State awards, honorary titles (if available)
7. Дипломатиялық дәрежесі, әскери, арнайы атақтары, сыныптық шені (болған жағдайда) /  
Дипломатический ранг, воинское, специальное звание, классный чин (при наличии) /  
Diplomatic rank, military, special rank, class rank (if available)
8. Жаза түрі, оны тағайындау күні мен негізі (болған жағдайда) /  
Вид взыскания, дата и основания его наложения (при наличии) /  
Type of collection, date and grounds for its imposition (if available)
9. Соңғы үш жылдағы қызметінің тиімділігін жыл сайынғы бағалау күні мен нәтижесі, егер  
үш жылдан кем жұмыс істеген жағдайда, нақты жұмыс істеген кезеңіндегі бағасы  
көрсетіледі (мемлекеттік әкімшілік қызметшілер толтырады) /  
Дата и результаты ежегодной оценки эффективности деятельности за последние три года,  
в случае если проработал менее трех лет, указываются оценки за фактически отработанный  
период, а также, по результатам аттестации в соответствии с Законом Республики Казахстан  
«Об образовании»/

The date and results of the annual performance assessment for the last three years, if worked for less than three years, the assessments for the actually worked period are indicated, as well as, based on the results of certification in accordance with the Law of the Republic of Kazakhstan “On Education”

10. ЕҢБЕК ЖОЛЫ/ТРУДОВАЯ ДЕЯТЕЛЬНОСТЬ/ WORK ACTIVITY

Қабылданған күні /

Дата приема /

Date of receipt

Босатылған күні /

Дата увольнения /

Date of dismissal

Қызметі, жұмыс орны, мекеменің орналасқан жері /

Должность, место работы, местонахождение организации /

Position, place of work, location of the organization

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Кандидаттың қолы /

Подпись кандидата/

Candidate signature

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Күні /дата / date

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## AMENDMENT SHEET

**1. Amendments No. 1:**

- approved by the decision of the Board of Directors of Abylkas Saginov Karaganda Technical University NPJSC (Minutes No. 3 dated April 27, 2022).

**2. Amendments No. 2:**

- approved by the decision of the Board of Directors of Abylkas Saginov Karaganda Technical University NPJSC (Minutes No. 3 dated January 12, 2024).

**3. Amendments No. 3:**

- approved by the decision of the Board of Directors of Abylkas Saginov Karaganda Technical University NPJSC (Minutes No. 3 dated May 03, 2024).

**4. Amendments No. 4:**

approved by the decision of the Board of Directors of Abylkas Saginov Karaganda Technical University NPJSC (Minutes No. 8 dated 09 October 2024).