APPROVED BY
the decision of the Board of Directors
NPJSC "Abylkas Saginov Karaganda Technical University"
(Minutes No. 4
dated June 22, 2021)

RULES
of competitive replacement of positions of the teaching staff and scientific workers of the NPJSC "Abylkas Saginov Karaganda Technical University"

1 General Provisions

1.1 The Rules for the competitive replacement of positions of the teaching staff and scientific workers of the NPJSC "Abylkas Saginov Karaganda Technical University" (hereinafter - the Rules) have been developed in accordance with clause 16 of the Standard Rules for the Activities of Educational Organizations Implementing Educational Programs of Higher and (or) Postgraduate Education, approved by order of the Minister of Education and science of the Republic of Kazakhstan dated October 30, 2018 No. 595.

1.2 The Rules determine the procedure and conditions for the competitive replacement of positions of the teaching staff and scientific workers (hereinafter - the competition), provided for by the staffing table of NPJSC "Abylkas Saginov Karaganda Technical University" (hereinafter - University).

1.3 The rules for the competitive replacement of positions of the teaching staff and scientific workers of the NPJSC "Abylkas Saginov Karaganda Technical University" were drawn up on the basis of:

- principle of legality;
- principle of meritocracy;
- the principle of non-discrimination at work;
- the priority of the life and health of employees;
- adversarial principle.

1.4 The competition for the vacant position of the teaching staff and scientific workers is held in the presence of vacant positions.

1.5 The purpose of the competition is to ensure an effective personnel policy of the University.

1.6 According to the submissions of the heads of departments, the Personnel Department of the Department of Administrative Work of the Society forms a list of vacant positions submitted for the competition.

1.7 Persons with higher or postgraduate education that meet the Qualification Standard of the faculty and researchers of the NPJSC "Abylkas Saginov Karaganda Technical University" are admitted to the competition for the positions of the teaching staff and scientific workers.

1.8 The Human Resources Department of the Department of Administrative Work of the Company collects documents from applicants for vacant positions of the teaching staff and scientific workers for participation in the competition, forms list of participants in the competition, prepares other competition documents.

2 Competition announcement

2.1 In case there is a vacant position of the teaching staff and scientific workers, the University places an announcement about the competition on the official website in the state and Russian languages.

2.2 The announcement of the competition includes the following information:

1) the name of the vacant position of the teaching staff and scientific workers;

2) date and time of the end of acceptance of documents;

3) basic requirements for the participant of the competition, determined in accordance with the Qualification standard of the teaching staff and scientific workers of the NPJSC “Abylkas Saginov Karaganda Technical University”;

4) list of required documents for participation in the competition.

2.3 Persons wishing to participate in the competition submit applications (in any form) addressed to the chairman of the competition committee. An application for participation in the competition for filling vacancies is submitted no later than fourteen working days from the date of publication of the announcement.

3 Formation of the competition commission

3.1 The number and composition of the competition committee for filling vacant positions of the teaching staff and scientific workers of the NPJSC “Abylkas Saginov Karaganda Technical University” (hereinafter - the competition committee) are determined by the Chairman of the Board - Rector of the University.

3.2 The main tasks of the work of the competition commission are:

1) providing everyone with equal opportunities to participate in the competition;

2) ensuring fair competition among the participants of the competition;

3) control over observance of objectivity, publicity of the competition;

4) determination of the schedule of meetings of the tender committee;

5) analysis of tender documentation;

6) making a decision on the results of the competition.

3.3 The competition commission is created in the following composition:

1) Chairman of the competition committee - Vice-Rector of the University;

2) Deputy Chairman of the Competition Commission - Vice-Rector or Head of a structural unit of the university;

3) secretary of the competition committee - staff member of the university;

4) members of the competition commission consisting of at least five people (from among full-time teachers or university employees, heads of structural divisions, head of the legal department, chairman of the trade union committee of the teaching staff and employees).

4 Reception and consideration of documents of the participants of the competition

4.1 Acceptance of documents and control over the quality of their execution is carried out by the Human Resources Department of the Administrative Department of the University.

4.2 Persons wishing to participate in the competition provide the following documents:

1) application addressed to the chairman of the competition committee;

2) personal record sheet;

3) copy of identity card;

4) copies of diplomas of higher education, academic and scientific degrees, a document on academic title and originals for verification;

5) a copy of the document confirming labor activity, certified by the personnel department at the last place of work;

6) copies of certificates of retraining and advanced training (if any) and originals for verification;

7) list of scientific works and inventions (if any);

8) medical certificate on the state of health in the form No. 086, issued no more than six months before the date of submission of documents;

9) certificate of the presence or absence of information about the person committing a criminal offense;

10) certificates from neuropsychiatric and narcological organizations, issued no more than one year before the date of submission of documents;

11) long-term development plan in all areas of scientific and pedagogical activity. For candidates for the vacant position of the head of the department - a long-term plan for the development of the department.

4.3 The submission of an incomplete package of documents according to the list provided for in paragraph 4.2 is the basis for refusal to accept the application.

4.4 The participant of the competition has the right to submit additional information regarding his education, professional level (list of scientific publications, recommendations from the management of the previous place of work), as well as documents confirming work experience and qualifications.

5 Competition procedure

5.1 The competition consists of the following stages:

1) consideration of applications of candidates for filling vacant positions of the teaching staff and scientific workers;

2) interviewing candidates based on the presentation of a long-term plan in all areas of scientific and pedagogical activity. Videoconferencing is allowed.

3) summing up the results of the competition.

5.2 University:

1) decides on the competition;

2) determines the date and place of the competition;

3) accepts, registers and stores the documents submitted for participation in the competition;

4) organizes a meeting of the commission.

5.3 Participants in the competition are persons who submitted the necessary documents before the deadline for accepting documents indicated in the announcement.

5.4 The competition for filling vacant positions of the teaching staff and scientific workers is carried out in the form of an interview and defense of a long-term plan, while knowledge is checked in accordance with the qualifications for each position to determine the level of professionalism.

5.5 The purpose of the interview is to assess the professional and personal qualities of candidates, taking into account the Qualification standard of the teaching staff and researchers of the NPJSC “Abylkas Saginov Karaganda Technical University”.

5.7 The competition committee has the right to invite to the meeting the dean of the faculty, the head of the corresponding department.

5.8 The meeting of the competition committee is considered competent with the participation of at least two-thirds of the total number of members of the competition committee.

5.9 The competition committee makes a decision on the basis of a secret ballot on a competitive selection for filling vacant positions of the teaching staff and scientific workers, which can be carried out on the basis of a secret ballot. Agree or disagree with a candidate is expressed by the words "agree" or "disagree" against the name of each candidate. A bulletin in which not a single name is crossed out in the event of participation in the competitive selection of two or more applicants for one position, is recognized as invalid.

5.10 When holding a meeting in the video conferencing mode, it is allowed to use secret voting via Google-form with uploading voting reports.

5.11 The decision made by the competition committee is drawn up in the form of a protocol, which is signed by all members and the secretary of the competition committee.

5.12 To count the votes, the competition commission, before the start of the secret ballot, elects a counting commission from among the competition commission, consisting of at least three members of the commission. The Counting Commission announces the results of voting for each candidate. The minutes of the Counting Commission is approved by the competition commission and attached to the materials of the competition.

5.13 The decision of the competition committee during the competition is valid if at least 2/3 of its members participated in the voting.

5.14 The candidate receives a positive opinion if the majority of those present from the commission voted for him.

5.15 The decision of the competition committee taken by secret ballot is final if it is made in compliance with these Rules.

5.16 Based on the results of a secret ballot, the competition committee prepares recommendations for each applicant for a vacant position with the wording “recommended to the Chairman of the Board - Rector of NPJSC “Abylkas Saginov Karaganda Technical University” or“ not recommended to the Chairman of the Board - Rector of NPJSC “Abylkas Saginov Karaganda Technical University” for concluding an employment contract.

5.17 The secretary of the committee introduces the results of the competition and the recommendations of the competition committee to the persons who participated in it.

5.18 Based on the results of the competition for filling positions of the teaching staff and scientific workers, an employment contract is concluded in accordance with the labor legislation of the Republic of Kazakhstan. An employment contract is performed after the meeting of the tender commission and the decision of the Chairman of the Board - Rector, but not later than 10 calendar days.

5.19 Applicants who did not submit documents for participation in the competition and (or) were not elected by the competition commission are released from work in the University due to the expiration of the employment contract.

6 Appeal procedure

6.1 Participants of the competition can get acquainted with the competition documents and the decision of the commission.

6.2 Participants and candidates of the competition have the right to appeal against the decision of the commission by submitting an appeal addressed to the Chairman of the Board - Rector within three working days from the date of issuance of the order or in the manner prescribed by the legislation of the Republic of Kazakhstan.

6.3 Chairman of the Board - Rector considers the appeal and decides on its rejection or the possibility of re-examining the competition materials within three working days from the date of submission of the application.

6.4 The competition committee within three working days notifies the applicant who submitted the appeal of the decision.

A M E N D M E N T S H E E T

1. Amendment No. 1:

– Approved by the decision of the Board of Directors of NPJSC “Abylkas Saginov Karaganda Technical University” (Minutes No. 3 dated April 27, 2022).