

APPROVED

By decision of the Board of Directors  
NAO "Aktobe Regional University named after K.Zhubanov"

**The rules of competitive replacement of positions  
of teaching staff and researchers  
NAO "Aktobe Regional University named after K.Zhubanov"**

**1. General provisions**

1.1. The rules on holding a competition for the positions of faculty and researchers of the Aktobe Regional University named after K.Zhubanov (hereinafter referred to as the Society) have been developed in accordance with paragraph 17 of the Standard Rules of the Educational Organizations implementing educational programs of higher and (or) postgraduate education, approved by the Order of the Minister of Education and Science of the Republic Kazakhstan dated October 30, 2018 No. 595. (on amendments to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 "On Approval of Standard Rules for the activities of Educational organizations of the corresponding types" Order No. 539 of the Ministry of Education and Science of the Republic of Kazakhstan dated December 24, 2020)

1.2. The Rules define the procedure and conditions for the competitive replacement of full-time positions of the University's teaching staff and researchers (hereinafter referred to as teaching staff) and university researchers, provided for by the Company's staffing table and assumes full employment in all types of educational, methodological and research work.

1.3. The purpose of the competition is to ensure an effective HR policy of the Company.

1.4. Persons with higher and postgraduate education in the relevant fields are allowed to participate in the competition.

1.5. The competition is conducted on the basis of competitive materials in accordance with the qualification characteristics of the positions of the pedagogical and scientific staff of the Company.

**2. Announcement of the competition**

2.1. In case of vacant positions of teaching staff and the National Academy of Sciences, the university places an announcement on the official website of the University in the state and Russian languages and the official website of the electronic labor exchange (<https://www.enbek.kz/>).

2.2. Applications for the competition for positions are submitted no later than 14 calendar days from the date of publication of the announcement.

2.3. The announcement of the contest contains the following information:

- The name of the vacant position of teaching staff and researchers;
- The name of the Company, indicating the location, postal address, telephone and e-mail address;

2.4. The Personnel Management and Document Management Service is responsible for the timely placement of the tender announcement.

### **3. Formation of the competition commission**

3.1. The number and personal composition of the competition commission for filling vacant positions of teaching staff and researchers, as well as the terms of its powers, are determined by the Chairman of the Board – Rector.

3.2. The Competition commission consists of the following members: the Chairman of the competition commission is a member of the Management Board, Vice-Rector for Academic Affairs;

- Deputy Chairman of the Competition Committee, Member of the Management Board, Vice–Rector for Science and Innovation;
  - members of the competition committee – member of the Management Board, Vice-rector for Social and Educational Work;
  - Head of the Personnel Management and Document Management Service;
  - lawyer;
  - from among full-time teachers or researchers;
  - Member of the HR and Remuneration Committee of the Board of Directors of NAO Aktobe Regional University named after K.Zhubanov;
  - representatives of industrial and educational institutions (employers);
  - Secretary of the competition commission.
- the number of members of the competition commission must be at least 7 and no more than 13.

3.3. The objectives of the Competition Commission are:

- providing equal opportunities to candidates for a vacant position to participate in the competition;
- ensuring fair competition among the contest participants;
- compliance with the principles of meritocracy in personnel policy;
- objective review of the competitive materials submitted by the applicants;
- timely informing of applicants about the results of the competition;
- conducting an analysis of the tender documentation;
- making a decision based on the results of the competition

### **4. Acceptance and review of documents of the contest participants**

4.1. The reception of documents and quality control of their registration is carried out by the personnel management and document management service.

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

- An application addressed to the Chairman of the Board-Rector in the form according to Appendix 1;

- Personal personnel accounting sheet;
- Autobiography;
- A copy of the identity card;
- Copies of diplomas of higher education, academic and academic degrees, documents of academic rank and originals for verification.
- Copies of certificates of retraining and advanced training (if available) and sub-files for reconciliation;
- A copy of the document confirming the work activity, certified by the personnel service at the place (current or last) of work;
- A list of scientific papers and inventions (if available) for the last 3 years;
- Characteristics from the last place of work;
- Medical certificate of health status in form No. 075, issued no more than six months from the date of submission of the documents;
- A certificate of the presence or absence of information on accounts issued by the Committee of Legal Statistics, and special accounts of the Prosecutor General's Office of the Republic of Kazakhstan on the commission of a criminal offense by a person;
- A certificate from a neuropsychiatric organization issued no more than one year before the date of submission of documents;
- A certificate from a drug treatment organization issued no more than one year before the date of submission of documents;

4.3. In order to participate in the competition, persons working for the Company submit to the Chairman of the Board-Rector an application in the form specified in Appendix 2, provide a description in the form specified in Appendix 3, a list of scientific papers and inventions for the last 3 years, certified by the scientific Secretary, and a fact sheet.

The provision of an incomplete package of documents in accordance with the list

provided for in this paragraph is the basis for refusal to accept the application.

The participant of the competition has the right to provide additional information regarding his education, work experience, professional level, recommendations from the management of the previous place of work, etc

. 4.4. The application for participation in the competition is submitted by the applicant to the Human Resources and Document Management Department of the Company and is approved by the Chairman of the Board-Rector.

4.5. The tender documents and the applicant's application, signed by the Chairman of the Management Board-Rector, are sent to the relevant department of the Company for consideration at its meeting.

4.6. Presents his professional achievements at the department meeting.

4.7. The competition documents and extracts from the minutes of the Department meeting are drawn up for each applicant separately (the Dean of the Faculty signs for the head of the department) and submitted to the Human Resources and Document Management Department of the Company for analytical synthesis.

4.8. During the period of the state of emergency, quarantine and other restrictions, documents for participation in the competition may be submitted electronically.

## **5. The order of the competition**

5.1. The competition consists of the following stages:

- 1) consideration of applications from candidates for vacant positions.
- 2) preliminary assessment of the candidates' activities:
  - for the positions of dean and head of the department – at the Faculty Council based on the presentation of the strategic plan for the development of the faculty, department;
  - for the positions of the teaching staff – at a meeting of the department with the approval of the reasoned conclusion of the department.
- 3) conducting an interview with candidates at a meeting of the competition committee based on the submitted materials.
- 4) summing up the results of the competition.

### **5.2. University**

- 1) decides on the holding of the competition;
- 2) determines the date and place of the contest;
- 3) organizes a meeting of the commission.

5.3. The Secretary of the competition commission shall receive, register and store the documents submitted for participation in the competition.;

5.4. A meeting of the competition commission is considered legitimate if at least 2/3 of the total number of commission members participated in it.

5.5. The participants of the competition are the persons who submitted the necessary documents before the deadline for accepting documents specified in the announcement.

5.6. The competition for vacant University positions is conducted on the basis of an analytical summary of the results of applicants' activities in the form of interviews, creative reports, defense of the faculty or department development program, author's developments or others.

5.7. The purpose of the interview is to evaluate the professional and personal qualities of the candidates for whose vacant position a competition has been announced. The results of the interview are included in the assessment sheet in accordance with Appendix No. 4 to these Regulations.

5.8. The Competition Commission determines the form of voting on candidates (secret or open) for competitive selection.

5.9. In open voting, the decision of the competition commission is made on the basis of the results of the evaluation sheets by a simple majority vote of the total number of members of the competition commission. If the votes are equal, the vote of the chairman of the competition commission is decisive. The course of the discussion and the decision taken by the competition commission are drawn up in the form of a protocol, which is signed by all members and the secretary of the

competition commission. The members of the competition committee who have a special opinion, if expressed, state it in writing, which is attached to the protocol.

5.10. The Competition Commission, by secret ballot, decides on the inclusion of a candidate for this position in the secret ballot for the competitive selection for the vacant position. The form of the ballot is given in Appendix 2. Agreement or disagreement with the candidate is expressed by the words "agree" or "disagree" against the name of each candidate. A newsletter that does not If two or more candidates for the same position participate in the competitive selection process, none of the names is deleted, and it is considered invalid.

5.11. By secret ballot, the competition commission elects a counting commission consisting of at least three members. The Counting Commission announces the voting results for each candidate. The protocol of the counting commission is approved by the competition commission and attached to the materials of the competition.

5.12. The decision of the competition commission, adopted by secret ballot, is final if it is made in compliance with these Regulations.

5.13. Based on the voting results, the competition commission prepares recommendations for each candidate for the vacant position with the wording "recommended to the Rector of the University" or "not recommended to the Rector of the University" for the conclusion of an employment contract. The secretary of the commission introduces the results of the competition and the recommendations of the competition commission to the persons who participated in it.

5.14. Based on the results of the competition for the positions of teaching staff and researchers, an employment contract is concluded in accordance with the labor legislation of the Republic of Kazakhstan.

5.15. The Personnel Management Service acquaints the participants of the competition with the results of the competition, by order of the Chairman of the Board-Rector, for the conclusion of an employment contract;

5.16. The employment contract is drawn up within 10 working days.

5.17. Applicants who have not submitted documents for participation in the competition and/or have not been selected by the competition commission are released from work in the Company due to the expiration of the employment contract.

## **6. Support for young professionals**

6.1. K.Zhubanov University adheres to the principle of providing support to young professionals.

This category includes graduates of leading universities in Kazakhstan and abroad (including those who studied under the Bolashak program, who have a GPA of at least 3.5 points or other outstanding academic/scientific achievements.

6.2. By the decision of the Commission, gifted young professionals (with international certificates confirming proficiency in a foreign language, publications in international peer-reviewed journals, certificates of achievement in scientific,

academic and creative fields) are given preference over other participants of the competition applying for the same position.

### **7. Appeal procedure**

7.1. The participants of the competition can get acquainted with the competition documents and the decision of the commission.

7.2. The participants of the competition have the right to appeal the decision of the commission by submitting an appeal to the Chairman of the Board-Rector within three working days in accordance with the legislation of the Republic of Kazakhstan.

7.3. The Chairman of the Management Board, the Rector, reviews the appeals and decides on their rejection or the possibility of reconsideration of the competition materials within three working days from the date of submission.

7.4. The Competition Commission shall notify the applicant who filed the appeal of the decision.

## Appendix 1

Chairman of the Board-Rector of  
NAO AktobeRegional University  
named after K.Zhubanov

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### Statement

I ask you to allow me to participate in the competition for the position.

\_\_\_\_\_ departments \_\_\_\_\_

I am responsible for the authenticity of the submitted documents.

Attached documents:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

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

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

\_\_\_\_\_  
(last name, first name, patronymic)

" \_\_\_\_\_ " \_\_\_\_\_ 202\_\_ G.

Chairman of the Board-Rector of NAO  
Aktobe Regional University  
named after K.Zhubanov

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Date

I ask you to allow me to participate in the competition for the position.

\_\_\_\_\_ departments \_\_\_\_\_

Position, departments \_\_\_\_\_ Full name.  
(signature)

Visas:

Dean

Head of the Department

**Characteristic**

\_\_\_\_\_ (position)  
 \_\_\_\_\_ (department, faculty)  
 \_\_\_\_\_ ( Full name)

1. Age (full years)
2. Teaching experience at the university
3. Language proficiency
4. Computer proficiency (user level, programmer level, etc.).
5. The main stages of professional activity, including university studies and postgraduate training
6. Professional requirements (availability of publications, participation as a supervisor or performer in fundamental and/or scientific and applied projects, the results of the teacher's survey through the eyes of students)
7. Main achievements, certificates, patents, preparation of masters and PhD doctors, winners of subject Olympiads and competitions, etc.
8. Teaching quality
9. The desire for professional growth, the desire to introduce innovative learning technologies; professional development.
10. Communication skills
11. Motivated opinion of the head of the department/ dean of the faculty on the quality of performance of functional duties.

Head of the Department/ Dean of the Faculty

Dean's Office Seal

## Appendix 4

to the Rules of competitive  
replacement of positions  
of teaching  
staff and researchers  
of higher educational institutions

### ASSESSMENT SHEET

The Competition Commission

(approved by the rector's order no. \_\_\_\_ from "\_\_\_\_" \_\_\_\_\_ 201\_ year.)

Meeting from "\_\_\_\_" \_\_\_\_\_ 201\_\_\_\_ of the year.

Protocol no. \_\_\_\_\_

for \_\_\_\_\_ the \_\_\_\_\_ position

Full name (if any) of the candidate

#### 1 DATA EVALUATION

| Qualification requirements   | Evaluation criteria    |   |   |   |   | Note |
|--|------------------------|---|---|---|---|------|
| Education  | Matches/does not match |   |   |   |   |      |
| Degree/title   | Matches/does not match |   |   |   |   |      |
|  | 5                      | 4 | 3 | 2 | 1 |      |
| Professional experience  |                        |   |   |   |   |      |
| Professional requirements (availability of publications, participation as a supervisor or performer in fundamental and/or scientific and applied projects, the results of the teacher's survey through the eyes of students) |                        |   |   |   |   |      |
| Language proficiency   |                        |   |   |   |   |      |

#### 2 EVALUATION OF THE PRESENTATION

| Evaluation criteria                         | 5 | 4 | 3 | 2 | 1 | Note |
|---|---|---|---|---|---|------|
| Matching the content and theme              |   |   |   |   |   |      |
| Using interactive teaching methods          |   |   |   |   |   |      |
| Availability of situational tasks and cases |   |   |   |   |   |      |
| Relevance of the information provided       |   |   |   |   |   |      |
| Presentation style and audience engagement  |   |   |   |   |   |      |

### 3 ASSESSMENT OF THE INTERVIEW

| Questions | 5 | 4 | 3 | 2 | 1 | Note |
|-----------|---|---|---|---|---|------|
|           |   |   |   |   |   |      |
|           |   |   |   |   |   |      |

### 4 FINAL DECISION

| Decision                                      | Justification | Note |
|---|---------------|------|
| Recommended to fill the vacant position       |               |      |
| Не рекомендуется занимать вакантную должность |               |      |

\_\_\_\_\_  
Full name of the member of the competition committee

Signature \_\_\_\_\_ date \_\_\_\_\_

The assessment sheet is filled out by each member of the commission.

## THE BULLETIN

For secret voting of the meeting of the competition commission  
NAO "Aktobe Regional University named after K.Zhubanov"

from " \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_ of the year.

Faculty

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Number of declared units \_\_\_\_\_

Department

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| № | Applicant's full name | Post | Voting results (delete what is not necessary) |            | Recommended time for concluding an employment contract |
|---|-----------------------|------|---|------------|--|
|   |                       |      | I agree                                       | I disagree |  |
|   |                       |      | I agree                                       | I disagree |  |
|   |                       |      | I agree                                       | I disagree |  |
|   |                       |      | I agree                                       | I disagree |  |
|   |                       |      | I agree                                       | I disagree |  |

Note\*

The decision of the member of the competition committee is expressed in the words "agree" or "disagree" to approve the applicant for the vacant position of the department.

In the event that a member of the commission did not express an unambiguous decision (did not cross out the proposed options or crossed out all of them), the ballot is considered invalid.

**Information about the availability of vacant positions**

| №        | Name of the department | Вакантные должности (ед.) |           |          |                 |          | Total    |
|----------|------------------------|---------------------------|-----------|----------|-----------------|----------|----------|
|          |                        | Head of the Department    | Professor | Docent   | Senior Lecturer | teacher  |          |
| <b>1</b> | <b>2</b>               | <b>3</b>                  | <b>4</b>  | <b>5</b> | <b>6</b>        | <b>7</b> | <b>8</b> |
|          |                        |                           |           |          |                 |          |          |
|          |                        |                           |           |          |                 |          |          |

| №        | Name of the scientific research laboratory | Vacant positions (units) |                          |                    |                   |                           |                    | Total    |
|----------|--|--------------------------|--------------------------|--------------------|-------------------|---------------------------|--------------------|----------|
|          |  | Director                 | Chief Scientific Officer | Leading Researcher | Senior Researcher | Junior research assistant | Research Associate |          |
| <b>1</b> | <b>2</b>                                   | <b>3</b>                 | <b>4</b>                 | <b>5</b>           | <b>6</b>          | <b>7</b>                  | <b>8</b>           | <b>9</b> |
|          |  |                          |                          |                    |                   |                           |                    |          |
|          |  |                          |                          |                    |                   |                           |                    |          |

**Head  
of the HR and Document Management Service Full name**

## List

**Scientific and educational-methodical works \_\_\_\_\_ ( Full name)**

| №  | Title | The nature of the work | Publisher, magazine (title, no., year), copyright certificate No. | Volume | The names of the co-authors |
|--|-------|------------------------|---|--------|-----------------------------|
| 1  | 2     | 3                      | 4   | 5      | 6                           |
| Scientific and educational works published before the defense of the candidate's (doctoral) thesis |       |                        |   |        |                             |
| 1  |       |                        |   |        |                             |
| 2  |       |                        |   |        |                             |
| 3  |       |                        |   |        |                             |
| Scientific and educational works published after the defense of the candidate's (doctoral) thesis  |       |                        |   |        |                             |
| 4  |       |                        |   |        |                             |
| 5  |       |                        |   |        |                             |

**Applicant's Full name**

**The list is correct.**

**Head of the department, I.O.Surname**

**Academic Secretary, Acting Surname**

## COMPETITION LIST

| № | last name<br>first name<br>patronymic | Academic title,<br>academic<br>degree,<br>academic<br>degree.degree | Applying for a<br>position | Age | General teaching<br>experience at the<br>university |
|---|---------------------------------------|---|----------------------------|-----|---|
| 1 |                                       |   |                            |     |   |

### **Professional achievements over the last three academic years:**

*(developed courses, publications, manuals, textbooks, participation in conferences, professional development)*

### **Objective data**

|                              | Indicator | Note |
|------------------------------|-----------|------|
| Fact sheet                   |           |      |
| Characteristic               |           |      |
| Conclusion of the department |           |      |

**Protocol of the counting Commission**  
**From " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_ G.**

**Composition of the elected Counting Commission:**

\_\_\_\_\_ (Full name,  
position)

\_\_\_\_\_ (Full name,  
position)

\_\_\_\_\_ (Full name,  
position)

\_\_\_\_\_ (Full name,  
position)

**The Commission was elected to count votes by secret ballot in a  
competition to fill vacant positions of the teaching staff.**

**Attended the meeting of \_\_\_\_\_ members of the commission.**

**Faculty \_\_\_\_\_**  
**Department \_\_\_\_\_**

| № | Applicant's full<br>name | Post | Ballots<br>distributed | There are<br>still no<br>distributed<br>ballots | It turned out to be in the<br>ballot box |         |         |
|---|--------------------------|------|------------------------|---|--|---------|---------|
|   |                          |      |                        |   | behind                                   | against | invalid |
| 1 |                          |      |                        |   |  |         |         |
| 2 |                          |      |                        |   |  |         |         |

**Chairman of the Competition Committee**

\_\_\_\_\_  
**Members of the competition committee**

\_\_\_\_\_

**A place for a resolution**  
**Chairman**  
**Board of Directors-Rector**

Protocol

The competition commission for the replacement of vacant teaching staff positions  
NAO "Aktobe Regional University named after K.Zhubanov"

Based on the results of the secret ballot (minutes of the meeting of the competition  
commission from " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_ The members of the  
competition Commission recommend to the Chairman of the Board-Rector:

1. to be considered elected to office based on the results of the competition

1.1. by department \_\_\_\_\_

| № | Full name (in full) | Elected to office |
|---|---------------------|-------------------|
| 1 |                     |                   |
| 2 |                     |                   |

2. consider not elected to positions based on the results of the competition

2.1. according to the department  
\_\_\_\_\_

| № | Full name (in full) | Elected to office |
|---|---------------------|-------------------|
| 1 |                     |                   |
| 2 |                     |                   |

Chairman

The Competition Commission  
\_\_\_\_\_

Secretary of the Competition Committee  
\_\_\_\_\_

Members of the competition committee  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: the protocol is provided to the Chairman of the Board-Rector for further execution of the order.

### **Approval sheet**

to the rules on the competition for the positions of faculty and researchers of NAO Aktobe Regional University named after K.Zhubanov

Member of the Board-Vice-Rector  
for Academic Affairs B.S.Abenova

Member of the Board-Vice Rector  
for Science and Innovation R.A.Beknazarov

Member of the Board-Vice-rector  
for Social and Educational Work N.M.Berdybaev

Head of the HR and  
Document Management Service L.S.Yesenalina

Lawyer A.K.Nurlin