

«APPROVED»
The Board of Directors of
NJSC «West Kazakhstan Marat
Ospanov Medical University»
from «23» December 2020
minutes No 10.

Rules for competitive filling of positions of the teaching staff and
researchers of the non-commercial joint stock company «West
Kazakhstan Marat Ospanov Medical University»

Aktobe city, 2020

1. GENERAL PROVISIONS

1.1. The rules for the competitive filling of positions of the teaching staff and researchers of the non-commercial joint-stock company «West Kazakhstan Marat Ospanov Medical University» (hereinafter referred to as the University) have been developed with the aim of implementing an effective personnel policy in the field of providing qualified teaching activities at the University.

1.2. These Rules for the competitive filling of positions of the teaching staff and researchers (hereinafter - the Rules) determine the procedure for the competitive replacement of vacant positions of the teaching staff (hereinafter - the teaching staff) and researchers (hereinafter - RES) of the University, provided for by the University staffing table (staff positions).

1.3. The competition for the position of teaching staff and researcher is held by the University that has a vacant position.

1.4. The rules are developed in accordance with the Charter, the Quality Policy and Objectives, as well as with the regulatory documents:

- Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V;
- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III «On Education» (with amendments and additions as of July 7, 2020);
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 «On approval of the Standard Rules for the Activities of Educational Organizations of the appropriate types»;
- Policy of Academic Honesty of the University, approved by the decision of the Board of the University dated February 3, 2020 No. 5.

2. REQUIREMENTS OF THE COMPETITION

2.1. The competition for filling vacant positions of the teaching staff and researchers is held in the presence of a vacant position.

2.2. The positions of the teaching staff include: dean of the faculty, head of the department, professor, associate professor, senior teacher, teacher and assistant.

2.3. The positions of the Researcher include: heads of scientific departments, chief researcher, senior researcher, leading researcher, researcher, junior researcher.

2.4. On the basis of paragraph 1 of Article 51 of the Law of the Republic of Kazakhstan «On Education», the following persons are not allowed to participate in the competition:

- deprived of the right to carry out professional activities in accordance with a court verdict that entered into legal force;
- recognized as incapable or partially incapacitated in the manner prescribed by the laws of the Republic of Kazakhstan;
- having medical contraindications, as well as with mental, behavioral disorders (diseases), including those associated with the use of psychoactive substances, which are registered with health care organizations;
- do not have documents on higher or postgraduate education;
- on the basis of other restrictions provided for by the Labor Code of the Republic of Kazakhstan.



2.5. Persons (working and not working at the University) who have higher or postgraduate education, who meet the qualification requirements for the positions of teaching staff and persons equated to them, approved by the Board of the University, who have submitted the relevant competition documentation within the timeframes determined by these Rules, are admitted to the competition for filling vacant positions.

2.6. The competition cannot be passed by the teaching staff of the departments:

- retirement age;
- temporarily transferred to university clinics for production needs (for a period not exceeding 3 months), with a return to their previous position;
- temporarily transferred to the vacant post of teaching staff of the corresponding department, for the purpose of production necessity (for a period not exceeding 1 year), with the return to their previous position;
- temporary substitutes for an employee who is on unpaid leave to care for a child upon reaching the age of three and is on study leave;
- working on an hourly basis, part-time, when renaming or reorganizing a structural unit.

2.7. The responsible structural unit for organizing the competition is the Department of Human Resources Management of the University.

3. ANNOUNCEMENT OF THE COMPETITION

3.1. If there are vacancies for teaching staff and Researcher, the University places an announcement on the competition on the official website of the University (<https://zkgmu.kz/>) and the official website of the electronic labor exchange (<https://www.enbek.kz/>).

3.2. The tender announcement contains the following information:

- 1) the name of the vacant position of the structural unit;
- 2) the name of the University, indicating the location, postal address, telephone;
- 3) the date of the beginning and the end of the acceptance of documents;
- 4) the basic requirements for the participant of the competition, determined by the qualification requirements for the vacant position.

3.3. Documents for the competition of vacant positions are submitted to the secretary of the Competition Commission *no later than fifteen calendar days* from the date of publication of the announcement. The application is accompanied by documents in accordance with clause 5.2. of these Rules.

4. FORMATION OF THE COMPETITION COMMISSION

4.1. The composition of the competition commission for filling vacant positions of teaching staff and researcher (hereinafter - the Competition Commission) is created on the basis of the order of the Chairman of the Board - Rector of the University.

4.2. The main tasks of the Competition Commission are:

- 1) providing equal opportunities to candidates for a vacant position to participate in the competition;



2) ensuring transparency, principles of meritocracy and fair competition among the bidders;

3) control over observance of objectivity and transparency of the tender;

4) consideration of the competition documentation of candidates;

5) making a decision based on the results of the competition.

4.3. The Competition Commission consists of an odd number in the following composition:

1) Chairman of the Competition Commission - Deputy Head (Vice-Rector) of the University, member of the Board;

2) secretary of the Competition Commission - a staff member of the University;

3) members of the Competition Commission - from among the staff of the University.

4.4. The chairman and secretary of the Competition Commission determine the date and place of the competition for filling vacant positions of teaching staff and Researcher.

4.5. The meeting of the Competition Commission is held within fourteen calendar days after the completion of the acceptance of documents.

4.6. It is not allowed to hold the Competition Commission in the absence of the Chairman, replace the members of the Commission, as well as if less than 2/3 of the total number of members of the Competition Commission takes part in the meeting.

4.7. Competent employees of the University, representatives of public associations with experience in areas corresponding to the functional areas of the vacant position can be invited as an expert.

5. RECEPTION AND CONSIDERATION OF DOCUMENTS OF THE COMPETITORS

5.1. A person (candidate for a vacant position) wishing to participate in the competition submits an application addressed to the Chairman of the Competition Commission (*Appendix 1*).

5.2. The following documents are attached to the application:

1) resume with a photograph of the candidate in the state / Russian language, if necessary in English;

2) autobiography;

3) a copy of the identity document;

4) copies of diplomas of higher education, academic or scientific degree, a document on academic title (originals for verification);

5) copies of the retraining certificate and the certificate of advanced training, if any (originals for verification);

6) copies of the certificate of a specialist / admission to clinical activity (for clinical departments);

7) copies of the certificate of the medical category for the profile of the disciplines of the department, if available (for clinical departments);

8) a list of scientific works and inventions, if any (for employees of the University, the list of scientific works is certified by the academic secretary);

9) a certificate from a neuropsychiatric organization in the form, according to the standard of the state service «Issuance of a certificate from a neuropsychiatric



organization» approved by order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015 No. 272, *issued no more than one year before the date of submission of documents, or notarized a certified copy;*

10) a certificate from a narcological organization in the form, in accordance with the standard of the state service «Issuance of a certificate from a narcological organization», approved by order of the Minister of Health and Social Development of the Republic of Kazakhstan dated April 27, 2015 No. 272, *issued no more than one year before the date of submission of documents, or a notarized copy.*

11) a certificate of the presence or absence of information on the records issued by the Committee of Legal Statistics and Special Records of the General Prosecutor's Office of the Republic of Kazakhstan on the person committing a criminal offense.

12) the participant of the competition has the right to provide additional information regarding his education, work experience, professional level, knowledge of languages, a list of scientific publications, certificates, diplomas, etc.).

13) characteristics of the head of the structural unit for the staff of the University;

14) characteristics of the employee from the last place of work for candidates who are not full-time employees of the University;

15) an essay on the prospective development of the claimed unit for a person wishing to participate in the competition for *the following vacant positions: head of the department, dean of the faculty and head of the scientific unit.*

5.3. The submission of an incomplete package of documents according to the list provided for by these Rules is the basis for refusal to accept the application.

5.4. The secretary of the competition committee accepts documents of candidates for a vacant position, registers them in the register of documents for the competitive replacement of positions of teaching staff and Researcher (*Appendix 2*).

6. PROCEDURE OF THE COMPETITION

6.1. The procedure for the competition for filling vacant positions of the teaching staff and the researcher of the University is carried out on the basis of an analysis of the submitted documents of candidates, interviews and compliance with their qualification requirements.

6.2. The competition consists of three stages:

1) consideration of applications of candidates for filling vacant positions of teaching staff and NR of the University;

2) conducting interviews with candidates for filling a vacant position;

3) summing up the results of the competition.

6.3. During the interview with the candidate for the vacant position, the members of the Competition Commission study the submitted competition materials.

6.4. The purpose of the interview is to assess the professional and personal qualities of candidates, taking into account the typical qualification characteristics, the characteristics of the profile of the University unit for the announced vacant position.

6.5. After the interview, the Competition Commission, in the absence of a candidate for a vacant position, makes a decision expressing its choice: «Agree» or



«Disagree» with the candidate for the vacant position, putting a checkmark «✓» in the appropriate column against the name of each candidate for the vacant position ...

6.6. The bulletin is considered invalid if the boxes are not ticked against each name of the candidate for the vacant position, in one of the columns: «Agree», «Disagree», or are marked in both columns (*Appendix 3*).

6.7. The counting of votes is carried out by the secretary of the Competition Commission in the presence of the members of the Competition Commission on the basis of completed ballots, attaching them to the competition materials.

6.8. In the event of an equal distribution of votes of two applicants for one vacant position of a division, the vote of the Chairman of the Competition Commission is decisive.

6.9. The candidate for the vacant position who receives the largest number of votes of the members of the Competition Commission receives a positive opinion.

6.10. The minutes of the Competition Commission prepared by the secretary, drawn up no later than three working days from the date of the competition, are signed by the Chairman and the Secretary of the Competition Commission.

6.11. The secretary of the Competition Commission acquaints the candidate for the vacant position with the Decision of the Competition Commission, no later than five working days from the date of the competition.

6.12. The personal file of the candidate who has received a positive opinion is transferred to the Personnel Records Department.

6.13. The personal file of the candidate who did not pass the competition is returned to the participant of the competition upon request.

7. PROCEDURE OF APPEAL

7.1. In case of disagreement with the decision of the Competition Commission, the candidate for the vacant position has the right to appeal against it by sending an application addressed to the Chairman of the Management Board - Rector, *no later than seven working days from the date of the competition*.

7.2. The Chairman of the Board - the Rector considers the submitted application of the candidate for the vacant position regarding the decision of the Competition Commission *within one working day* and in cases of detection of a violation of the requirements of these Rules, recommends the Competition Commission to reconsider the previously made decision.

7.3. The recommendation of the Chairman of the Board - Rector is considered by the Competition Commission at its meeting in the same composition. At this meeting, the Competition Commission cancels the earlier decision and makes a new one, or leaves it unchanged. The Competition Commission notifies the Chairman of the Board - the Rector of the University and the candidate for the vacant position who submitted an application about the decision taken *within three days from the date of the decision*.

7.4. If the Competition Commission leaves the previously made decision unchanged, the candidate for the vacant position who submitted the application may appeal this decision in the manner prescribed by law.

8. CONCLUSION

Krasov


8.1. These Rules come into force from the date of approval by the Board of Directors of the University.

8.2. Changes and additions to these Rules are made by the decision of the Board of Directors of the University.

Approved  *Secretary*  *Secretary*  *Secretary* 

Appendix 1
to the Rules of competitive replacement
positions of professors teaching staff and
researchers of NJSC «Marat Ospanov
WKMU»

To the Chairman of the Competition
Commission to fill vacancies faculty and
researchers NJSC «Marat Ospanov
WKMU»

*FULL NAME of the Chairman of the
Competition committee*

from _____
Full name of the candidate

vacancy name

relevant structural unit

residence address

Tel. _____
work, home, mobile

Application

Please be admitted to the competition for filling a vacant position

(position name, structural unit name)

NJSC «West Kazakhstan Marat Ospanov Medical University».

«__» _____ 20__

(date)

(signature)

(Full name, transcript of signature)

names of the staff of the

Appendix 2
to the Rules of competitive replacement
positions of professors teaching staff and
researchers of NJSC «Marat Ospanov
WKMU»

**NON-COMMERCIAL JOINT STOCK COMPANY «WEST KAZAKHSTAN
MARAT OSPANOV MEDICAL UNIVERSITY»**

REGISTER
of documents submitted for participation in the competition

No.	Full Name	Place of work	Position held	Vacant position	Accepted documents	Registration date	Signature of the candidate for the vacant position
1.	2.	3.	4.	5.	6.	7.	8.
1.							
2.							
3.							

Received
[Signature]
Director of the Faculty of Medicine

Appendix 3
to the Rules of competitive replacement
positions of professors teaching staff and
researchers of NJSC «Marat Ospanov
WKMU»

BALLOT
for voting on competitive replacement of positions of the teaching staff and
scientific workers

_____ 20__ г.







№	Full name	Vacant position	Voting result			
			Agree		Disagree	
1.			Agree		Disagree	
2.			Agree		Disagree	

Signature



transcript of signature

Handwritten signature and text at the bottom of the page.

Developed by:

No.	Full name	Position	Signature	Date
1.	Nuranova D.D.	Head of Human Resource Management Department		09.12.2020
2.	Temirova G.A.	Acting Professor of the Department of Histology, Candidate of Medical Sciences		09.12.2020
3.	Gumarova J.J.	Head of the Department of Chemical Disciplines, Candidate of Biological Sciences		09.12.2020
4.	Zhexenova A.N.	Head of the Department of Pathological Physiology, Candidate of Medical Sciences		09.12.2020
5.	Dilmagambetov D.S.	Head of the Department of Phthisiology and Dermatovenereology, Candidate of Medical Sciences		09.12.2020
6.	Kurmangalyev K.B.	Head of the Department of Strategic Development, Candidate of Medical Sciences		09.12.2020

Agreed:

No.	Full name	Position	Signature	Date
1.	Ismagulova E.K.	Vice-rector for educational work, member of the Board		09.12.2020
2.	Zhiyentalin Ye.Sh.	Head of Legal Department		09.12.2020