

APPROVED

**by the decision of the Board of Directors
of the NJSC “The L.N. Gumilyov
Eurasian National University”
(Minutes No. 8 dated August 25, 2021)**



**Rules for the competitive replacement of positions of the teaching staff,
administrative and managerial personnel, scientific workers
of the NJSC “The L.N. Gumilyov Eurasian National University”**

**Nur-Sultan
2021**

1. General Provisions

1.1. These Rules for the competitive replacement of positions of the teaching staff, administrative and managerial personnel, researchers of the NJSC “The L.N. Gumilyov Eurasian National University” (hereinafter referred to as the Rules) were developed in order to implement an effective personnel policy in the field of providing highly qualified personnel to the NJSC “The L.N. Gumilyov Eurasian National University” (hereinafter – the Company).

1.2. The rules are developed in accordance with Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V, Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 No. 319-III, the Charter of the Company and the Personnel Policy of the NJSC “The L.N. Gumilyov Eurasian National University” for 2021-2025.

1.3. The rules determine the procedure for competitive filling of vacant positions of the teaching staff, administrative and managerial personnel (AMP) and scientific workers (SW) of the Company.

1.4. The competition for the positions of teaching staff, AMP and SW is held by the Company.

2. Competition Requirements

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

2.2. The positions of the teaching staff include: dean of the faculty, deputy dean, head of the department, professor, associate professor, senior teacher, teacher, teacher-researcher, practitioner (professor, assistant professor, senior teacher).

2.3. The positions of the AMP include: Director of the Department, Director of the Scientific Library, Director of the Institute for Advanced Studies and Additional Education, Director of the Directorate of Dormitories, Deputy Director of the Department, Head of the structural unit, Commissioner for Ethics and Anti-Corruption Risks, Chief Engineer, Chief Power Engineer, head of the museum, expert, chief specialist, press secretary, editor-in-chief, journalist, leading registrar, manager (of the Sports Club), senior specialist, registrar, system administrator, content manager, photographer, videographer, audio-video editing specialist, manager-coach of football ground.

2.4. The positions of SW include: director of the institute, deputy director of the institute, scientific secretary, chief coordinator of scientific projects, head of the laboratory, head of the center, head of department, chief researcher, leading researcher, senior researcher, researcher, junior researcher, engineer.

2.5. 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:

1) deprived of the right to carry out professional activity of a teacher in accordance with a court verdict that has entered into legal force;

2) recognized as incapacitated or partially incapacitated in the manner prescribed by the laws of the Republic of Kazakhstan;

3) having medical contraindications, as well as having mental, behavioral disorders (diseases), including those associated with the use of psychoactive substances, which are registered with health care organizations;

4) do not have documents on higher or postgraduate education;

5) on the basis of other restrictions provided for by the Labor Code of the Republic of Kazakhstan.

2.6. The responsible structural unit for organizing the competition is the Personnel Department of the Company (hereinafter referred to as the Department).

3. Competition Announcement

3.1. If there is a vacant position, the head of the structural unit formulates the requirements for the applicant, setting them out in the form of a standard application form for the selection of personnel (Appendix 1). Within five working days after the opening of a vacancy, an application for staff recruitment is sent to the e-mail of the Department (hr@enu.kz), the original is transferred to the Department.

3.2. In the application for recruiting, the name of the department, the title of the position, the number of vacancies, the main functional responsibilities of the vacant position, generally established requirements for the level of qualifications, additional requirements for the position, desirable and / or mandatory business and personal qualities are indicated.

3.3. The Department, within three working days, examines the application for the selection of personnel for the correctness of its filling, the availability of a vacancy, including compliance with the qualification requirements specified in the job description. If necessary, the stated requirements for the candidate are adjusted.

3.4. The Department publishes an announcement of the competition on the official website of the Company (<https://www.enu.kz/ru/vakansii/>), the official website of the electronic labor exchange (<https://www.enbek.kz/>), the official website of the partners and on the official pages of social networks of the Company and partners.

3.4. The tender announcement contains the following information (Appendix 2):

1) the name of the vacant position of the structural unit;

2) the name of the Company, indicating the location, postal address, telephone and e-mail;

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;

3.5. The documents for the competition of vacant positions are accepted by the Office as specified in 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 personal composition of the competition committee for filling the vacant positions of teaching staff, AMP and SW (hereinafter referred to as the Competition committee) is created on the basis of the order of the Chairman of the Management Board-Rector of the Company.

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 candidates;

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

4) consideration of the competition documentation of candidates;

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

4.3. The competition committee consists of an odd number in the following composition:

1) Chairman of the Competition Committee – Member of the Management Board;

2) Deputy Chairman of the Competition Committee – Member of the Management Board;

3) the secretary of the Competition Commission – an employee of the Department;

4) members of the Competition Committee – from among the staff of the Company.

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

4.5. The meeting of the Competition Commission is held after the completion of two stages of search and selection:

1) acceptance of documents;

2) an interview with an HR specialist and the head of the unit who submitted the request for the selection of personnel ;

4.6. It is not allowed to hold the Competition Commission in the absence of both the Chairman and the Deputy Chairman of the Competition Commission, replace the members of the Competition 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 Company, representatives of public associations with experience in areas corresponding to the functional areas of the vacant position may be invited as an expert.

5. Reception and consideration of documents of the participants of the competition

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 3).

5.2. The following documents are attached to the application:

- 1) summary according to the sample of the Company (Appendix 4);
- 2) a cover letter or a motivational letter;
- 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) a certificate from a neuropsychiatric organization in the sample according to the standard of the state service "Issuance of a certificate from a neuropsychiatric organization";
- 6) a certificate from a narcological organization in the sample according to the standard of the state service "Issuance of a certificate from a narcological organization";
- 7) a certificate on 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 commission of a criminal offense by a person;
- 8) A plan for the prospective development of the proposed unit for a person wishing to participate in the competition for the following vacant positions of teaching staff, AMP and SW: dean of the faculty, head of the department, director of the department, director of the Scientific Library, director of the Institute for Advanced Studies and Additional Education, director of the Directorate of Dormitories, director of the institute, head of the laboratory, head of the center.

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.

6. Competition procedure

6.1. The procedure for the competition for filling vacant positions of the teaching staff, AMP and SW of the Company is carried out on the basis of an analysis of the submitted documents of candidates, compliance with qualification requirements, an interview with an HR specialist of the Department .

6.2. The competition consists of three stages:

- 1) consideration of the CV of candidates for filling vacant positions of the teaching staff, AMP and SW;
- 2) conducting an interview with the HR specialist of the Department and the head of the unit who submitted the request for the selection of personnel;
- 4) an interview with the Competition Commission and summing up the results of the competition.

6.3. Upon the expiration of the period for publication of the announcement of a vacant position, the Office preselects candidates by CV according to the search criteria and qualification requirements for the vacant position.

6.4. The HR specialist of the Department and the head of the unit who submitted the request for the selection of personnel; conducts a motivational and structural

interview (Appendix 5) with a candidate for a vacant position as well as provides information on the salary of a vacant position.

6.5. The purpose of the structural interview is to assess the labor, personal, psychological qualities of the candidate. The main feature of a structured interview is the presence of a clear structure and a list of questions.

6.6. The purpose of the motivational interview is to assess the potential professional effectiveness and involvement and interest of the candidate in the work process and in the Company as a whole.

6.7. The stages and order of competitive selection are standardized and strictly observed.

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

6.9. The purpose of the interview with the Competition Commission is to assess the professional qualities of candidates, taking into account the qualification requirements, the specifics of the profile of the Company's division for the announced vacant position.

6.10. 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.

6.11. Counting of votes is carried out by the secretary of the Competition Commission

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

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

6.14. 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.

6.15. 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.

6.16. The documents of the candidate who did not pass the competition are returned to the participant of the competition upon request.

7. Appeal procedure

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

7.2. The Chairman of the Management Board-Rector considers the submitted application of the candidate for the vacant position regarding the decision of the

Competition Commission and the video material of the meeting 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 Management Board-Rector is considered by the Competition Commission at its meeting in the same personal 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 Management Board-Rector of the Company and the candidate for the vacant position who has 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 accordance with the procedure established by law.

8. Conclusion

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

8.2. Changes and additions to these Rules are introduced by the decision of the Board of Directors of the Company.

8.3. If certain conditions provided for by these Rules do not comply with the requirements of the current legislation, the conditions of the current legislation of the Republic of Kazakhstan shall apply.

Appendix 1
to the rules for the competitive replacement of positions
of the teaching staff, administrative and managerial
personnel, scientific workers
of the NJSC "The L.N. Gumilyov Eurasian National
University"
Form

Approve
Head of Personnel Department
full name
" _____ " _____ 2020

Recruitment application

1	Date of preparation of the application	
2	Deadline for closing the application <i>(desired date, deadline)</i>	
3	Vacancy name in the Application and announcement	
4	The name of the vacancy in the staffing table	
5	The name of the subdivision	
6	Position and full name of the department head	
7	Availability of a vacancy in the staffing table	
8	Reason for opening a vacancy <i>(new vacancy, replacement of an employee)</i>	
9	Availability of job description <i>(yes / no)</i>	
10	Functional responsibilities	1) 2) 3) 4) 5)
11	Additional job requirements	

Requirements for candidates

1	Education	
2	Specialty by education	
3	Qualification in the specialty, Academic degree, academic title <i>(if any)</i>	
4	Availability of certificates, diplomas	
5	Required special work experience <i>(in which field, place of work, position)</i>	
6	Desirable and / or required business and personal qualities	



Appendix 2
to the rules for the competitive replacement of positions
of the teaching staff, administrative and managerial
personnel, scientific workers
of the NJSC “The L.N. Gumilyov Eurasian National
University”

The NJSC “The L.N. Gumilyov Eurasian National University”

Vacancy:

Structural subdivision:

1	Job title	
2	Functional responsibilities	
3	Education	
4	Required professional experience	
5	Personal qualities	
6	Language proficiency level (indicate which)	
7	Computer literacy	
8	Deadlines for accepting documents	

For additional information please call: 8 (7172) 709500, ext. 31-258, Nur-Sultan, Satpayev Str., 2, office 221, Administrative building. E-mail: hr@enu.kz

Appendix 3
to the rules for the competitive replacement of positions
of the teaching staff, administrative and managerial
personnel, scientific workers
of the NJSC "The L.N. Gumilyov Eurasian National
University"
Form

To the Chairman of the Competition
Commission for filling vacant
positions of the teaching staff,
administrative and managerial
personnel and scientific workers of the
NJSC "The L.N. Gumilyov Eurasian
National University"

*Full name of the Chairman of the
Competition Commission*
from

full name of the candidate

E-mail: _____

Tel.: _____

Statement

I hereby request to allow me to participate in the competition for filling a vacant
position

(the name of the position, the name of the structural unit)

of the NJSC "The L.N. Gumilyov Eurasian National University".

I have read, agree and undertake to fulfill the basic requirements of the Rules for
holding a competition for a vacant position in the NJSC "The L.N. Gumilyov
Eurasian National University".

I hold responsibility for the authenticity of the submitted documents.

Attached documents:

- | | |
|----------|----------|
| 1) _____ | 5) _____ |
| 2) _____ | 6) _____ |
| 3) _____ | 7) _____ |
| 4) _____ | 8) _____ |

Address _____

" " _____ 20 _____

(date)

(signature) (full name)



Appendix 4
to the rules for the competitive replacement of positions
of the teaching staff, administrative and managerial
personnel, scientific workers
of the NJSC "The L.N. Gumilyov Eurasian National
University"
Form

The L.N. Gumilyov Eurasian National University.

SUMMARY

Date of completion:

For vacancy:

PHOTO

Work experience in the desired position:

PERSONAL INFORMATION

1) Full name:

2) Date of birth:

3) Marital status:

4) Residence address:

Accommodation: own / rented / with parents

5) Registration:

6) Phone: home, mobile:

E-mail:

EDUCATION

No.	Full name of the educational institution, faculty, (department), location of the educational institution	Year of enrollment	Year of graduating	Specialty, qualification Indicate the number of the diploma
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(add lines as needed)

SCIENTIFIC DEGREE, SCIENTIFIC TITLE:

No.	Academic degree / academic title	Specialty	Place of defence	Date of defence	Indicate the number of the diploma
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(add lines as needed)

PROFICIENCY IN LANGUAGES

(Please rate level 1 to 5: 5 is excellent and 1 is basic)



Language	Degree of possession				International certificate confirming knowledge of the language, indicating the level of proficiency
	reading	speaking	writing	fluency	

(add lines as needed)

WORK EXPERIENCE

(The experience is reversed, that is, the first job in which you worked at the last job)

No. Name of the company: Position:
The salary:

Date of joining	Date of leaving	Major achievements:

Reasons for looking for a new job:

No. Name of the company: Position:
The salary:

Date of joining	Date of leaving	Major achievements:

Reasons for looking for a new job:

No. Name of the company: Position:
The salary:

Date of joining	Date of leaving	Major achievements:

Reasons for looking for a new job:
(add lines as needed)

TRAINING COURSES, SEMINARS, INTERNSHIPS

(over the last 5 years)

Enumeration takes place in reverse order

No.	The name of the institution	Year, month of the beginning	Year, month of finishing	Specialization topic

(add lines as needed)

**PUBLICATIONS, SCIENTIFIC WORKS, INVENTIONS, STATE AWARDS,
REWARDS (MERIT CERTIFICATES, ETC.):**

No.	Publications, scientific works, inventions, state awards, rewards

(add lines as needed)

Please list people who can recommend you

Full name	Position	Telephone

Source of information about the vacancy

- ENU website
- newspaper advertisement
- internet
- recruiting agency
- from friends / acquaintances
- other course.

The data is correct. I agree for the specified data to be checked.

Date of filling “ ____ ” _____ 20__

Signature _____



Standardized Interview Questions

GENERAL QUESTIONS:

1. Please tell me about yourself.

What we want to hear from the candidate:

- about his/her achievements
- works and / or projects that are related to the vacant position
- how the candidate relates his/her career to the vacant position
- professional terms in speech.

What we DO NOT want to hear from the candidate:

- about his/her personal life
- what is indicated in the CV
- counter-questions such as "what exactly do you want to know?"

2. Why do you want to work with us?

What we want to hear from the candidate:

- history of the organization, about the leaders
- the mission and vision of the organization, and how the candidate can contribute to the vision of the organization
- demonstrates his/her knowledge of the organization's activities.

3. Do you consider yourself successful?

What we want to hear from the candidate:

- about career achievements.

What we DO NOT want to hear from the candidate:

- self-centered responses.

4. What are your salary expectations?

5. Please tell us about your strengths and weaknesses.

What we want to hear from the candidate:

- strengths;

- weaknesses and what the candidate does to correct them.

What we DO NOT want to hear from the candidate:

- strengths and weaknesses do not contradict each other.

6. What motivates you?

What we want to hear from the candidate:

- the essence of the work
- job satisfaction
- teamwork
- work to achieve the goal
- new challenges
- professional growth.

What we DO NOT want to hear from the candidate:

- fear of the leader;
- only material benefit.

7. Why did you leave / are you leaving your previous job?

8. Why should we hire you exactly?

What we want to hear from the candidate:

- the uniqueness of the candidate
- strengths, skills, achievements
- examples that the candidate learns quickly
- examples of how the candidate's work contributed to the achievement of the organization's goal (previous).

What we DO NOT want to hear from the candidate:

- “I need a job”
- “I need money”
- “This work is close to my house”;
- How the organization will help the candidate;
- Compares himself/herself to others.

9. Do you enjoy working in a team?

10. What have you learned from mistakes in your work?

11. What have you done to improve your knowledge and skills over the past year?

12. How long do you plan to work in our organization, if we accept you?



13. Do you consider other organizations as a potential employer?

14. Do you know anyone in our organization?

15. How are you going to compensate for your lack of experience?

What we want to hear from the candidate:

- fast learner;
- constructiveness to comments.

16. What is the most difficult thing in working with you?

17. How do you deal with stress?

18. What was the most difficult thing for you in working with your previous boss?

BUSINESS GRAPE:

1. Please describe a time when you have effectively used financial, market, industry data and indicators in your strategic planning or strategic initiatives.

2. Please give me an example from your experience when your deep knowledge of the organization helped you to accomplish a task that you would not have completed without this knowledge.

3. Please describe a time when the new rules in the organization affected your work. How did you deal with it?

4. What steps have you taken to find out about the activities of the organization as a whole, where you worked / are working?

5. Can you identify and list your functional and technical skills?

6. Please describe a situation from your experience where you shared your technical knowledge and skills with your colleagues. What made you share? How did you share? What were the results?

7. Please describe a situation from your experience where you needed to learn something new (knowledge, skills). What was it? How new was it for you? What steps have you taken to learn? How long did it take you to learn? How did you apply this in your work?

PROBLEM SOLUTION:



1. Please tell us when was the last time you faced a problem at work that you had to solve. Tell us in detail how you solved this problem. How long did it take you to solve the problem? How long did it take you to solve this problem? What was the result?
2. One of the actions for solving problems is collecting and analyzing information. When you were solving a problem, how did you decide what information you needed? Where or whom did you contact to get this information? Why did you choose these particular sources of information?
3. Please give an example from your experience when your colleagues asked you for a solution to a problem. How did you help them? What was the result?

TIME MANAGEMENT:

1. Please tell us how you have planned your time in the last weeks. What planning methods did you use?
2. Please tell us from your experience when you had to separate non-urgent tasks from priorities. How did you manage to stay focused on your priorities?
3. We all sometimes have to perform several tasks at the same time. Please tell us one of these situations from your experience. What tasks did you perform at the same time? How did you manage?

ORGANIZATION:

1. Please tell us from your experience when you needed to assemble a team and resources to complete a task. What resources were needed? How did you get these resources? What was the result?
2. Please tell us from your experience when you performed several difficult tasks or projects at the same time. How did you manage to stay organized? What were the results?

DELEGATION OF TASKS:

1. Please tell us when was the last time you effectively delegated the project.
2. Please tell us when you failed to delegate correctly. Why didn't you succeed? What prevented?

3. Please describe a situation from your experience when you had to delegate tasks to an employee who already had a full load. How did you do that? How did you talk to the employee?

INFORMATION:

1. Please describe a situation from your experience when you had to explain responsibilities or tasks to an employee or team in such a way that there was no ambiguity. What approach did you use to prevent confusion and make the employee 100% understand you? What was the result?

2. Please describe a situation from your experience when you provided feedback to employees. How often do you provide feedback? In what form? What were the results?