



On approval of the List of Management Positions in the Internal Affairs Bodies of the Republic of Kazakhstan, Replaced on a Competitive Basis, the Terms and Conditions of the Competition for Higher Management Positions in the Internal Affairs Bodies of the Republic of Kazakhstan

Unofficial translation

Order of the Minister of Internal Affairs of the Republic of Kazakhstan of September 28, 2018 No. 671. Registered with the Ministry of Justice of the Republic of Kazakhstan of November 9, 2018 No. 17724.

Unofficial translation

In accordance with paragraph 1-1 of Article 33 of the Law of the Republic of Kazakhstan dated January 6, 2011 “On Law Enforcement Service” **I hereby ORDER:**

1. To approve the attached:

1) The List of Senior Management Positions in the Internal Affairs Bodies of the Republic of Kazakhstan, Replaced on a Competitive Basis in Accordance with Annex 1 to this order;

2) Terms and Conditions of the Competition for Higher Management Positions in the Internal Affairs Bodies of the Republic of Kazakhstan according to Annex 2 to this order.

2. In accordance with the procedure established by the legislation of the Republic of Kazakhstan, the Personnel Department of the Ministry of Internal Affairs of the Republic of Kazakhstan shall:

1) ensure state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days of the state registration of this order, send it in Kazakh and Russian to the Republican State Enterprise with the Right of Economic Management “Republican Center of Legal Information” for its official publication and inclusion into the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) place this order on the website of the Ministry of Internal Affairs of the Republic of Kazakhstan;

4) within ten working days of the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, submit the information on the implementation of measures, provided for in subparagraphs 1), 2), 3) of this paragraph, to the Legal Department of the Ministry of Internal Affairs of the Republic of Kazakhstan.

3. Control over execution of this order shall be entrusted to the supervising vice-minister of Internal Affairs of the Republic of Kazakhstan and the Personnel Department of the Ministry of Internal Affairs of the Republic of Kazakhstan (A.D. Darmenov).

4. This order shall take effect ten calendar days after the day of its first official publication

*Minister of Internal Affairs of
the Republic of Kazakhstan
Police Colonel-General*

K. Kassymov

Annex 1
to order № 671 of the
Minister of Internal Affairs of the
Republic of Kazakhstan
dated September 28, 2018

The List of Management Positions in the Internal Affairs Bodies of the Republic of Kazakhstan, Replaced on a Competitive basis

1. The personnel of regional (cities of republican significance, capital city, on transport) territorial bodies of the Ministry of Internal Affairs of the Republic of Kazakhstan:

1) Head of the Migration Service of Police Department

2) excluded by Order № 328 of the Minister of Internal Affairs of the Republic of Kazakhstan dated 15.04.2020 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Footnote. Paragraph 1 as amended by Order № 328 of the Minister of Internal Affairs of the Republic of Kazakhstan dated 15.04.2020 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

2. Positions of district (districts in cities) territorial bodies of the Ministry of Internal Affairs of the Republic of Kazakhstan:

1) Head of the Migration Service Section of the city, district of Police Department;

2) excluded by Order № 328 of the Minister of Internal Affairs of the Republic of Kazakhstan dated 15.04.2020 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Footnote. Paragraph 1 as amended by Order № 328 of the Minister of Internal Affairs of the Republic of Kazakhstan dated 15.04.2020 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Annex 2
to order № 671 of the
Minister of Internal Affairs of the
Republic of Kazakhstan
dated September 28, 2018

Terms and Conditions of the Competition for Higher Management Positions in the Internal Affairs Bodies of the Republic of Kazakhstan

Chapter 1. General provisions

1. These Terms and Conditions of Competition for Higher Management Positions in the Internal Affairs Bodies of the Republic of Kazakhstan (hereinafter referred to as the Terms)

have been developed in accordance with paragraph 1-1 Article 33 of the Law of the Republic of Kazakhstan “On the Law Enforcement Service” (hereinafter referred to as the Law) and establish terms and procedure of the competition for higher management positions in the Internal Affairs Bodies of the Republic of Kazakhstan (hereinafter referred to as the IAB RK)

2. The competition for higher management positions in the Internal Affairs Bodies of the Republic of Kazakhstan (hereinafter referred to as the Competition) shall be held for vacant positions in accordance with the List of Management Positions in the Internal Affairs Bodies of the Republic of Kazakhstan, replaced on a competitive basis

Chapter 2. Terms and Conditions of the Competition for Higher Management Positions in the Internal Affairs Bodies of the Republic of Kazakhstan

3. Preparation and organization of the competition shall be entrusted to the personnel services of IAB RK.

4. The competition for the positions of the Head of the Migration Service Office and the Head of the Registration and Examination Department of the Police Departments shall be organized by the Ministry of the Internal Affairs Bodies, and for the positions of the Head of the Migration Service Department and the Head of the Registration and Examination Department of city, district shall be organized by the Police Department.

5. The competition shall consist of the following:

1) competition among employees of the IAB RJ (hereinafter referred to as the Internal Competition);

2) competition among other law enforcement employees (hereinafter referred to as the Interdepartmental Competition)

6. The main selection criterion of candidates for vacant senior management positions shall be in compliance with qualification requirements for the categories of positions of the internal affairs bodies of the Republic of Kazakhstan (hereinafter -qualification requirements), high level of competitiveness indicator of the internal affairs bodies’ servicemen, approved by Order № 998 of the Minister of Internal Affairs of the Republic of Kazakhstan dated December 7, 2015 "On some issues of personnel policy in the internal affairs bodies of the Republic of Kazakhstan "(registered in the Register of State Registration of Regulatory Legal Acts under № 12679) (hereinafter - Order № 998).

Footnote. Paragraph 6 - as amended by Order № 726 of the Minister of Internal Affairs of the Republic of Kazakhstan dated 21.10.2020 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Paragraph 1. Terms and conditions of the competition among employees of Internal Affairs Bodies

7. An internal competition shall include a number of successive stages:

- 1) a publication of the announcement of the competition;
- 2) the formation of a competition commission (hereinafter referred to as the Commission);
- 3) an acceptance of documents from employees of the IAB RK who indicated a will to participate in an internal competition and their preliminary consideration by staff of the personnel department for compliance with qualification requirements for positions;
- 4) an interview with candidates held by the competition commission;
- 5) a decision of the competition commission.

8. Announcement of the competition shall be published on the Internet site of the IAB RK that announced the competition.

9. The announcement of the competition shall include the following information:

- 1) the name of the state body holding the competition, indicating its location, postal address, telephone and fax numbers, e-mail address;
- 2) the name of vacant positions with the main functional duties, the amount and conditions of remuneration;
- 3) basic requirements for participant of the competition, determined by a public authority in accordance with the qualification requirements;
- 4) the deadline for documents acceptance, which is calculated from the next working day after the publication of the announcement of the internal competition;
- 5) the list of required documents specified in paragraph 12 of this Terms;
- 6) an application form, according to the annex to this Terms (hereinafter referred to as the Application).

10. An internal competition shall be held from among the staff of the Department of Internal Affairs of the Republic of Kazakhstan, with priority given to candidates in the personnel reserve for higher management position.

11. For participation in the competition no later than five working days after the day of announcement publication, a candidate shall submit an application to the personnel department of the IAB, that announced the competition.

12. The application shall have attached thereto:

- 1) a character certificate with the results of employment activity with the main indicators in work and actual achievements (of optional form);
- 2) management staff recommendations (of optional form);
- 3) an assessment sheet of an employee of the internal affairs body replacing the executive office or an assessment sheet of an employee of the internal affairs body replacing management position in a form according to annexes 7, 8 to the Rules and Methods for Determining Professional Competencies, Key Indicators and Calculating the Competitiveness Indicator in the Internal Affairs Bodies of the Republic of Kazakhstan, approved by order № 998 (hereinafter referred to as the Rules and Methods for Determining Professional Competencies);

4) an assessment sheet for competitiveness of an employee of the internal affairs bodies in the form, according to Annex 9 to the Rules and Methods for Determining Professional Competencies;

5) a certificate of annual final check of the level of professional qualifications and physical training of the employee (of optional form), certified by the office of professional service and physical training in the IAB RK.

13. In the case of providing an incomplete package of documents specified in paragraph 12 of this Terms, , the personnel office shall return an application for participation in competition to candidate on the day of admission.

14. Consideration and examination of documents for the compliance of candidates with the qualification requirements shall be carried out within five working days from the last date of documents acceptance.

15. For obtaining complete and objective information about employees, the lists of candidates shall be sent to the IAB internal security service for verification, no later than three working days.

16. The IAB internal security service, following the results of the examination of information about candidates, shall send the relevant information to the personnel department no later than three working days before the day of interview.

17. The candidate shall be informed about the date and time of the interview no later than three working days before the interview. Notification shall be provided by telephone, via sending information to e-mail addresses and mobile phone numbers.

18. The IAB, that announced a competition, shall form the competition commission, which carries out the selection of candidates for vacant positions.

19. The competition commission shall be formed by the order of the head of the IAB that announced the competition.

20. The competition commission shall consist of at least five members, including the chairman.

Secretary of the competition commission (personnel department representative) shall provide an organizational support for its work, shall not be its member and shall not participate in voting.

The deputy head of the IAB, supervising the personnel service, shall be appointed as a chairman of the competition commission.

21. The competition commission shall include heads of personnel, legal services, internal security, and structural units of the IAB conducting the competition.

Paragraph 2. Terms and conditions for interdepartmental competition among employees of other law enforcement agencies

22. In the absence of participants in the internal competition, received a positive conclusion of the competition commission, an interdepartmental competition shall be conducted.

23. The announcement of an interdepartmental competition (hereinafter referred to as the Announcement) shall be published on the Internet site of the authorized body for civil service affairs.

24. The announcement shall include the information specified in paragraph 9 of these Terms.

25. The competition shall be attended by employees of other law enforcement agencies, subject to the qualification requirements.

26. No later than five working days after publication of the announcement, the candidate shall submit an application in the form in accordance with the Annex to these Terms to the IAB personnel service that announced a competition.

27. The application shall have attached thereto:

- 1) a copy of an identity document of a citizen of the Republic of Kazakhstan;
- 2) a record certified by personnel service (of optional form);
- 3) the copies of education certificates;
- 4) a completed personal record sheet in the form, according to Annex 2 to the Selection Rules for initial vocational training and the conditions for its passage for persons entering the internal affairs bodies, as well as the grounds for their expulsion from initial vocational training, approved by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated March 13, 2020 № 211 (registered in the Register of State Registration of Regulatory Legal Acts № 20123);
- 5) a character certificate with the results of employment activity with the main indicators in work and actual achievements), certified by authorized service of relevant law enforcement agency (of optional form);
- 6) management staff recommendations certified by personnel department of relevant law enforcement agency (of optional form);
- 7) a certificate of service of the relevant law enforcement department at the candidate's place of employment regarding the presence or absence of compromising information, certified by authorized service of relevant law enforcement agency (of optional form);
- 8) a certificate of presence or absence of disciplinary penalty (of optional form), certified by personnel department of law enforcement agency;
- 9) a certificate of annual final check of the level of professional qualifications, certified by authorized service of relevant law enforcement agency (of optional form);
- 10) an assessment sheet for competitiveness of employee of the law enforcement agency, certified by personnel department of law enforcement agency (if any);
- 11) an assessment sheet for effectiveness of employee of the law enforcement agency, certified by personnel department of law enforcement agency (if any).

Footnote. Paragraph 27 as amended by the Order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 23.10.2023 № 758 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

28. In the case of providing an incomplete package of documents specified in paragraph 27 of these Terms, the personnel office shall return an application for participation in competition to candidate on the day of admission.

29. Consideration and examination of documents for the compliance of candidates with the qualification requirements shall be carried out within five working days from the last date of documents acceptance.

30. For obtaining complete and objective information about person, the lists of candidates for verification shall be sent to the IAB internal security service, no later than three working days, information shall be also requested by the law Enforcement Agency at the candidate's place of employment.

31. The internal security of the IAB or of the law enforcement agency at the candidate's place of employment, following the results of the examination candidates, shall send the relevant information to the personnel department no later than three working days before the day of interview.

32. The candidate shall be informed about the date and time of the interview, no later than three working days before the interview. Notification shall be carried out by telephone, via sending information to e-mail addresses and mobile phone numbers.

Chapter 3. Procedure for conducting the interview among employees of Internal Affairs Bodies and among the employees of other law enforcement agencies

33. The list of candidates admitted to the interview, shall be posted on the IAB information stands in places accessible for public view, as well as on its Internet site no later than three working days after the end of the examination of documents.

34. The interview shall be held no later than three working days from the date of publication of the list of candidates.

35. The interview with candidates shall be registered in the form of protocol and recorded using technical means (audio and (or) video) recording.

36. Discussion and decision taken by the competition commission shall be registered in the form of protocol, signed by the chairman and members of the competition commission, and by the secretary, implementing record-keeping.

37. All materials, provided in these Terms shall be kept in personnel service of the IAB RK according to the List of standard documents, formed during the activities of state and non-state organizations, with an indication of storage terms approved by order of the acting Minister of Culture and Sport of the Republic of Kazakhstan number 263, dated September 29, 2017 (registered in the Register of State Registration of Regulatory Legal Acts under № 15997).

38. Meeting of the commission shall be considered valid upon condition that it is attended by at least two thirds of total number of members of the commission. Replacement of absent commission members shall be prohibited.

39. A candidate shall receive a positive conclusion of the commission, if the majority of those present from the commission votes in favor of him/her. In case of equality of votes, the vote of the chairman of the commission shall be decisive. The secretary of the competition commission shall not participate in the vote.

40. The IAB personnel department shall notify the candidates of the decision taken, within three working days from the date of the meeting. The notification shall be provided by telephone, via sending information to e-mail addresses and mobile phone numbers.

41. The head or authorized head of the IAB shall appoint the candidate recommended by the commission for the vacant post announced.

42. Commission decision can be appealed to a superior IAB (superior officer) or in court in the manner established by legislation of the Republic of Kazakhstan.

Annex
to the Terms and Conditions of the
Competition for Higher
Management Positions in the
Internal Affairs Bodies of the
Republic of Kazakhstan
Form
To the Head

(of Internal Affairs Bodies)

rank, surname, name, patronymic
(if any)

Application form

I hereby request you to allow me to participate in the competition for the vacant position.

I hereby agree and accept the terms and conditions of the competition for a vacant position in the Internal Affairs Bodies of the Republic of Kazakhstan.

I am aware of the responsibility for the authenticity of submitted documents.

(signature) (surname, name, patronymic(if any))

Contact information:

work and cell phone numbers _____

— e-mail _____

— residence address _____

— business address _____

— " ____ " _____ 20 ____ .