



On approval of the Rules for establishment and operation of selection commissions of military units and institutions of the Armed Forces of the Republic of Kazakhstan

Unofficial translation

Order of the Minister of Defense of the Republic of Kazakhstan dated November 13, 2019 no. 910. Registered with the Ministry of Justice of the Republic of Kazakhstan on November 19, 2019 no. 19616.

Unofficial translation

Based on clause 27 On the approval of the Rules for doing military service in the Armed Forces, other troops and military formations of the Republic of Kazakhstan, approved by the Decree of the President of the Republic of Kazakhstan dated May 25, 2006 no. 124, I HEREBY ORDER:

1. To approve the attached Rules for establishment and operation of selection commissions of military units and institutions of the Armed Forces of the Republic of Kazakhstan.

2. The Personnel Department of the Ministry of Defense of the Republic of Kazakhstan in accordance with the procedure established by the legislation of the Republic of Kazakhstan shall ensure:

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

2) placement of this order on the Internet resource of the Ministry of Defense of the Republic of Kazakhstan after its first official publication;

3) submission of information to the Legal Department of the Ministry of Defense of the Republic of Kazakhstan about implementation of measures, stipulated by sub-clauses 1) and 2) of this clause, within ten calendar days from the date of state registration.

3. Control over execution of this order shall be entrusted to the supervising deputy Minister of Defense of the Republic of Kazakhstan.

4. This order shall be brought to the officials in the part of their concern.

5. This order shall come into force upon expiry of ten calendar days after the date of its first official publication.

Minister of Defense

N. Yermekbayev

Approved
by the Order of the Minister of Defense of
the Republic of Kazakhstan dated
November 13, 2019 no. 910

Rules for establishment and operation of selection commissions of military units and institutions of the Armed Forces of the Republic of Kazakhstan

Chapter 1. General provisions

1. The Rules for establishment and operation of selection commissions of military units and institutions of the Armed Forces of the Republic of Kazakhstan (hereinafter referred to as the Rules) have been developed in accordance with the Rules for doing military service in the Armed Forces, other troops and military formations of the Republic of Kazakhstan, approved by the Decree of the President of the Republic of Kazakhstan dated May 25, 2006 no. 124, and shall determine the procedure for establishment and operation of selection commissions of military units and institutions of the Armed Forces of the Republic of Kazakhstan (hereinafter referred to as the Armed Forces).

2. The selection commission shall be a collegial body and shall select candidates to engage a vacant military position in the Armed Forces.

3. The selection commission of the department of defense shall carry out selection of candidates for appointment to vacant military positions of officer composition.

4. The selection commission of the military unit (institution) shall select candidates for appointment to vacant military positions of enlisted and non-commissioned personnel.

Footnote. Paragraph 4 is in the wording of the order of the Minister of Defense of the Republic of Kazakhstan dated 22.12.2022 No. 1247 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

5. The selection of citizens for military service under a contract in the Armed Forces shall be carried out for positions provided for by the List of military positions and corresponding military ranks in the Armed Forces, other troops and military formations of the Republic of Kazakhstan, approved in accordance with paragraph 2 of Article 21 of the Law of the Republic of Kazakhstan "On military service and status of military personnel" and shall be vacant.

Footnote. Paragraph 5 is in the wording of the order of the Minister of Defense of the Republic of Kazakhstan dated 22.12.2022 No. 1247 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Chapter 2. Procedure for establishment of selection commissions of military units and institutions of the Armed Forces of the Republic of Kazakhstan

6. The composition of the selection commission of the department of defense affairs shall be approved by the order of the head of the corresponding department, the composition of the selection commission of the military unit (institution) shall be approved by the order of the corresponding commander (chief).

The deputy head of the department of defense affairs, commander (chief) of a military unit (institution) shall be appointed as the chairman of the selection commission.

The selection committee consists of an odd number of members, at least five people.

Footnote. Paragraph 6 as amended by the order of the Minister of Defense of the Republic of Kazakhstan dated 22.12.2022 No. 1247 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Chapter 3. Procedure of work of selection commissions of military units and institutions of the Armed Forces of the Republic of Kazakhstan

7. In order to organize the work of the selection commissions, the following activities shall be conducted:

checking candidates' personal files;

checking candidates for compliance with their existing military specialty and education considered for appointment to a military position;

checking the physical fitness of candidates;

conducting activities for professional and psychological selection;

consideration of selected candidates at a meeting of the selection committee.

Footnote. Paragraph 7 is in the wording of the order of the Minister of Defense of the Republic of Kazakhstan dated 22.12.2022 No. 1247 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

8. The meeting of the selection committee shall be held in accordance with the work plan approved by the chairman of the selection committee.

9. A meeting of the selection committee shall be considered valid if at least two-thirds of its members are present. Replacement of absent members of the selection committee shall not be permitted.

If there is no quorum, a second meeting of the selection committee shall be held within ten working days. If it is impossible to ensure the presence of two-thirds of its composition at the repeated meeting, the head of the department of defense affairs, the commander (chief) of the military unit (institution) shall approve a new composition of the selection commission.

Footnote. Paragraph 9 as amended by the order of the Minister of Defense of the Republic of Kazakhstan dated 22.12.2022 No. 1247 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

10. The meeting of the selection committee shall be held in accordance with the following procedure:

1) consideration of the materials of the formed personal file with the attached results of psychological selection, verification of the candidate for compliance with his education, military specialty, physical fitness, as well as his professional suitability;

2) interview with a candidate;

3) listening to opinions of the members of selection commission;

4) voting and decision making;

5) announcement of the decision to the candidate.

11. The decision of the selection committee shall be made by a majority of votes from the participating members. If the votes of the members of the selection committee are equal, the vote of the chairman of the commission shall be decisive.

12. The decision of the selection committee shall be registered by the protocol.

13. The secretary of the selection commission shall not take part in voting.

14. The selection commission by results of the meeting shall make one of the following decisions:

1) recommended;

2) not recommended.

15. In case of refusal to accept military service under a contract, a notification shall be drawn up indicating the reasons for the refusal and explaining the right to file a complaint with the head of the department of defense affairs or the commander (chief) of a military unit (institution) no later than three months from the date of receipt of the notification in two copies in the form, according to Appendix to these Rules. The first copy shall be issued to the candidate, and the second one remains in the department of defense (military unit (institution)).

The head of the department of defense affairs, commander (chief) of a military unit (institution) sends a response to the applicant within fifteen working days from the date of receipt of the complaint.

Footnote. Paragraph 15 is in the wording of the order of the Minister of Defense of the Republic of Kazakhstan dated 22.12.2022 No. 1247 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Chapter 4. Final provisions

16. The commander (chief) of a military unit (institution), on the basis of an extract from the protocol of the selection commission, shall conclude a contract with the candidate for military service in the positions of enlisted and non-commissioned personnel, issue orders for admission to military service and enrollment in the lists of personnel of the military unit (institution)).

Footnote. Paragraph 16 is in the wording of the order of the Minister of Defense of the Republic of Kazakhstan dated 22.12.2022 No. 1247 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

17. The Department of defense affairs, within three working days from the date of the decision, shall send to the personnel Department of the Ministry of Defense of the Republic of Kazakhstan an extract from the protocol and materials on the candidate, in respect of whom the selection committee made a decision “recommended”, for issuing an order on his admission to the military service and concluding a contract for military service.

Extracts from orders for admission to military service and enrollment in the lists of personnel shall be sent to local military authorities within three working days to remove the serviceman from military registration.

Footnote. Paragraph 17 as amended by the order of the Minister of Defense of the Republic of Kazakhstan dated 22.12.2022 No. 1247 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Appendix to Rules for
establishment and operation
of selection commissions of military units
and institutions of the Armed Forces
of the Republic of Kazakhstan

Footnote. The Rules are supplemented by an appendix in accordance with the order of the Minister of Defense of the Republic of Kazakhstan dated 22.12.2022 No. 1247 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Form

Corner stamp

(To) _____

surname, first name and patronymic (if any)

Notification

We hereby notify that you have been refused admission to military service under a contract due to _____,
(indicate the reason for refusal)

We explain that you have the right to file a complaint with the head of the department of defense affairs (commander (chief) of a military unit (institution) no later than three months from the date of receipt of the notification.

(name of the position)

(military rank, signature, surname and initials)