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**PROJECT**

**APPROVED BY**

**By the decision of the board of directors**

**NJSC "Caspian University of Technologies**

**and engineering named after Sh. Yessenov "**

**(Minutes No. \_\_ dated \_\_\_\_\_ 2020)**

**ORDER**

**SELECTION AND APPOINTMENT OF VICE PRESIDENTS**

**NON-PROFIT JOINT STOCK COMPANY**

**"CASPIAN UNIVERSITY OF TECHNOLOGIES AND ENGINEERING NAMED AFTER SH.YESSENOV"**

**АКТАУ – 2020**

**1. GENERAL PROVISIONS**

1. This Procedure for the selection and appointment of vice presidents of the non-profit joint-stock company "Caspian University of Technologies and Engineering named after Sh.Yessenov" (hereinafter referred to as the Procedure) has been developed in accordance with the Law of the Republic of Kazakhstan "On Joint-Stock Companies" engineering named after Sh. Yessenov "(hereinafter - the Company) and other regulatory legal acts of the Republic of Kazakhstan and determines the procedure for the election (appointment) of vice presidents in the areas of activity.

2. PROCEDURE FOR ELECTION (APPOINTMENT) OF VICE PRESIDENTS

2.1 Determination of the number of vice presidents, their term of office, and their election, as well as the early termination of their powers and disciplinary liability, are within the exclusive competence of the Board of Directors.

2.2 Election includes the following steps:

- making a decision on holding the Competition;

- publication of the announcement of the Contest;

- Acceptance of documents from persons applying for the positions of vice presidents;

- consideration of documents of candidates applying for the positions of vice presidents, interviewing and making a decision on the election at a meeting of the Board of Directors.

2.3 The Board of Directors at its meeting determines the number of vice presidents of the Company and makes a decision on holding the Competition for the positions of vice presidents, determines the conditions, date, and place of its holding.

The election (appointment) of vice presidents is carried out through an open competition (hereinafter referred to as the Competition) and includes the following stages:

- making a decision on holding the Competition;

- publication of the announcement of the Contest;

- acceptance of documents from persons applying for the position of vice - presidents;

- making a decision on the admission of persons who submitted documents to participate in the Competition;

- consideration of documents of candidates applying for the position of vice - presidents at a meeting of the Board of Directors;

- making a decision on the election (appointment) of vice-presidents in the areas of activity by the decision of the Board of Directors.

2.4 Decision to hold a Competition for a position making a decision on

the election (appointment) of the Vice President is adopted by the Board of Directors. The board of directors determines the conditions, date, and place of its holding.

2.5 Announcement on holding a Competition for a position deciding on the election (appointment) of the Vice President of the Company in accordance with Appendix 1 is published on the Internet resources and on the university website in the state and Russian languages ​​ten calendar days before the date of the competition.

2.6 The main requirements for the selection of candidates for the position of vice presidents in the areas are:

1) the presence of higher and postgraduate education;

2) the presence of at least 5 years of work experience in managerial positions in educational organizations and (or) in authorized bodies in the relevant areas.

2.7 The Competition is attended by everyone, including foreign citizens, who meet the requirements provided for in this Procedure.

2.8 To participate in the Competition, the corporate secretary is provided with the following documents in paper and electronic media:

1) a statement in the form in accordance with Appendix 2;

2) a copy of the identity document of the participant of the Competition;

3) the track record of the participant of the competition with a color photograph of 3x4 in the form in accordance with Appendix 3;

4) development program (by the line of business);

5) copies of educational documents and supplements to them with the presentation of originals for verification:

- copies of certificates of recognition or nostrification of these educational documents issued by the authorized body in the field of education are attached to copies of education documents received by citizens of the Republic of Kazakhstan in foreign educational institutions, with the exception of education documents issued by foreign higher educational institutions, research centers and laboratories citizens of the Republic of Kazakhstan - holders of the international scholarship "Bolashak", as well as those falling under the international treaty (agreement) on mutual recognition and equivalence;

- to the copies of educational documents issued to holders of the international scholarship "Bolashak" is attached a copy of the certificate of completion of training under the international scholarship of the President of the Republic of Kazakhstan "Bolashak" issued by the joint-stock company

Center for International Programs;

- copies of certificates of recognition of these educational documents issued by the authorized body in the field of education are attached to the copies of documents on education that are subject to an international treaty (agreement) on mutual recognition and equivalence;

6) a copy of a document confirming labor activity, certified by the personnel department at the place (current or last) of work;

7) medical certificate of health (medical professional advisory opinion) in the form No. 086 / y, according to the forms of primary medical documentation of health care organizations, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010, No. 907 (registered in the Register of State Registration normative legal acts No. 6697), issued no more than six months before the date of submission of documents;

8) a certificate from a neuropsychiatric organization, issued no more than one year before the date of submission of documents, in accordance with the legislation on public services;

9) a certificate from a narcological organization, issued no more than one year before the date of submission of documents in accordance with the legislation on public services;

10) a document confirming the absence of a ban on holding a position in accordance with criminal law.

In cases of implementation of restrictive measures by the relevant state bodies, introduction of a state of emergency, emergencies of a social, natural, and man-made nature, the service recipients of the Competition participants do not submit the documents specified in subparagraphs 7, 8, 9.

Persons applying for participation in the Competition can provide additional information regarding their education, work experience, professional level, and reputation (copies of documents on advanced training, awarding academic degrees and titles, characteristics, recommendations, scientific publications, and other information characterizing their professional activities, qualifications).

A person applying for participation in the Competition submits documents in accordance with clause 2.6 of this Procedure, as well as a development program for areas of activity (hereinafter - development program) to the university within the period specified in clause 2.4 of this Procedure.

2.9 The decision on the admission of persons who submitted documents to participate in the Competition is made by human resources management within five working days from the date of the end of acceptance of documents. The list of persons admitted to participating in the competition with all documents is sent to the Corporate Secretary of the Board of Directors.

2.10 Persons are not allowed to participate in the Competition:

1) under twenty-five years of age;

2) previously committed a corruption offense;

3) having an outstanding or unexpunged conviction;

4) who were registered in medical special institutions;

5) other cases provided for by the legislation of the Republic of Kazakhstan.

2.11 The documents of the persons admitted to participating in the Competition, as well as the development programs submitted by the candidates, are considered at the meeting of the Board of Directors within seven working days.

Participation of a candidate in a meeting of the Board of Directors is mandatory.

2.12 Corporate Secretary:

1) ensures the publication of the announcement of the competition;

2) prepares documents for consideration at a meeting of the Board of Directors;

3) ensures the holding of a meeting of the Board of Directors for consideration of documents of persons admitted to participating in the Competition through videoconferencing (if necessary), video recording of the meeting, ensures storage of video recordings on electronic media;

4) ensures the conduct of secret ballot by means of programs/applications or in another electronic way, which allows ensuring the secrecy of the vote.

2.13 A meeting of the Board of Directors shall be deemed competent if attended by at least two-thirds of the total number of members of the Board of Directors.

Participation of a candidate in a meeting of the Board of Directors is mandatory.

2.14 It is allowed to hold a meeting of the Board of Directors to consider documents of persons admitted to participating in the Competition for the position of vice presidents, in the videoconference mode (hereinafter - VKS).

2.15 The Board of Directors, after considering the development program, by secret ballot and at least two-thirds of votes, determines the candidacy of the Vice President.

2.16 In the event of a meeting of the Board of Directors to consider documents of persons admitted to participating in the Competition for the position of Vice President, in the videoconferencing mode, voting is carried out through programs/applications or other electronic means that allows ensuring the secrecy of voting.

The length of service of a candidate in managerial positions in higher educational institutions and/or in educational management bodies, the presence of an academic degree or an MBA, all other things being equal, is the primary basis for recommending a candidate for the position of Vice President.

The materials of the competition commission, documents of the participants in the competition who received a positive conclusion of the Board of Directors, as well as the track record, application and documents of persons who did not pass the competitive selection, are kept by the Corporate Secretary.

2.17 Based on the results of the interview, the Board of Directors makes a decision on the election of vice presidents, their term of office, but not more than 3 years.

2.18 Based on the adopted positive decision of the Board of Directors, the executive body - the President - the Rector issues an order on the appointment of vice presidents and concludes employment contracts with them.

2.19 An employment contract with each of the vice presidents is concluded for a period determined by the Board of Directors. At the end of the term, by agreement of the parties, the employment contract is extended or a decision is made to announce the Competition for the position of Vice President.

2.20 A probationary period is established in the employment contract. Upon the expiration of the probationary period, in the event that the Vice President is found to be inconsistent with the position held, the employment contract is terminated in accordance with the requirements of the labor legislation of the Republic of Kazakhstan.

**Appendix 1**

The Board of Directors of the Caspian University of Technologies and Engineering named after Sh.Yessenov, a non-profit joint-stock company, announces a competition for the vacant position of vice president of the Caspian University of Technologies and Engineering named after Sh.Yessenov, located at the address: Aktau city, micro district 32.

The main subject of activity is the organization of management of the university based on the use of the latest achievements of the latest technology and technology, domestic and foreign experience in education, the use of progressive forms of management and organization of labor, reasonable rates of expenditure and rational use of material and technical resources of the university, provision of measures for the use and development professional knowledge, creating favorable and safe working conditions, ensuring the correct combination of economic and administrative methods of leadership, applying the principles of material and moral incentives to improve the efficiency of teachers and staff.

The purpose of the activity is to create the necessary conditions for obtaining high-quality education, training, and teaching, aimed at the formation, development, and professional development of the individual.

Requirements for the participants of the competition: higher and postgraduate education, work experience in managerial positions in educational organizations, and (or) authorized bodies in the relevant areas for at least 5 years.

A person cannot take part in the competition:

1) under twenty-five years of age;

2) previously committed a corruption offense;

3) having an outstanding or unexpunged conviction;

4) who were registered in medical special institutions;

5) other cases provided for by the legislation of the Republic of Kazakhstan. A person applying for participation in the competition submits the following documents:

1) an application in the prescribed form;

2) a copy of the identity document of the participant of the Competition;

3) the track record of the participant of the competition with a color photograph of 3x4 in the prescribed form;

4) development program (by areas of activity);

5) copies of educational documents and supplements to them with the presentation of originals for verification;

6) a copy of a document confirming labor activity, certified by the personnel department at the place (current or last) of work;

7) medical certificate of health status (medical professional advisory opinion) in the form No. 086 / y;

8) a certificate from a neuropsychiatric organization, issued no more than one year before the date of submission of documents, in accordance with the legislation on public services;

9) a certificate from a narcological organization, issued no more than one year before the date of submission of documents in accordance with the legislation on public services;

10) a document confirming the absence of a ban on holding a position in accordance with criminal law.

Acceptance of documents for participation in the competition is carried out within 10 (ten) calendar days from the date of publication of the announcement.

The date and place of the competition will be announced additionally. The above documents must be submitted to the corporate secretary in due time, address: 32 micro districts, office 13-8, telephone: 8 (7292) 788-788 (ext. 226).

**Appendix 2**

To the chairman of the board of directors

"Caspian University of Technologies and

Engineering named after Sh. Yessenov"

Toibaev A.Zh.

**STATEMENT**

Please be admitted to the competition for the vacant position of Vice

President for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am familiar with the main requirements of the Procedure for selection by the Board of Directors for the position of Vice President, agree and undertake to comply with them.

I am responsible for the authenticity of the submitted documents. Attached documents:

1.

2.

3.

4.

5.

Address and contact phone number

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

« » 20 y.

*Appendix 3*

ACHIEVEMENT LIST

candidate for the position of Vice President **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 surname, name, patronymic (if any)

PHOTO

(colored, 3х4)

 position, category (if any)

PERSONAL DATA

1. Date and place of birth

2. Nationality (optional)

3. Year of graduation and name of the educational institution

4. Qualification in the specialty, academic degree, academic title (if any)

5. Knowledge of foreign languages

6. State awards, honorary titles (if any)

7. Diplomatic rank, military, special rank, class rank (if any)

8. Type of collection, date, and grounds for its imposition (if any)

9. The date and results of the annual performance assessment for the last three years, it worked for less than three years, the assessments for the actually worked period are indicated, as well as, based on the results of certification in accordance with the Law of the Republic of Kazakhstan

"On education"

10. EMPLOYMENT

Date, position, place of work, location of the organization, admission, dismissal

Candidate signature

Date