**Announcement of a general competition for a vacant administrative**

**civil service position in corps "B"**

**Department of State Revenues in Atyrau Region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, index 060005, Atyrau city, Azattyk Avenue 94-A, telephonefor inquiries (7122) 31-84-20, e-mail addresses:** **1501008@taxatyrau.mgd.kz****, A.Amirova@kgd.gov.kz , g.kulova@kgd.gov.kz, tugaibaeva@taxatyrau.mgd.kz, announces an internal competition among civil servants of the State Revenue Department in Atyrau Oblast for holding administrative civil service positions in Corps B:**

 **1.Head of the Department of Internal Investigations Department of Human Resources Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-4, 1 - unit.**

**The official salary, depending on the length of service, ranges from 212061 tenge to 260615 tenge.**

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing).

**Functional responsibilities:** (Blog In) Within its competence, coordinates the activities of structural divisions of the State Revenue Department on the implementation of the legislation of the Republic of Kazakhstan on public service and anti-corruption; Organization of general management of the department; receive and advise employees, individuals and legal entities within its competence; monitoring compliance with the legislation of the Republic of Kazakhstan by state revenue employees; ensuring confidentiality of work carried out in the Department of Departmental Control; Interaction with the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan; organization of interaction and cooperation with law enforcement agencies in the field of corruption prevention; Organization of the implementation of the anti-corruption strategy; Preparation of the report VBB-1 "Prompt notification of incidents and emergencies" for submission to the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan; participation in meetings of the Department in accordance with the established procedure; Perform other duties assigned to it by the laws of the Republic of Kazakhstan.

 **2.**  **Head of the Department of Electronic Control of Tax Acts of the Audit Department of the State Revenue Department for Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, category C-O-4, 1-unit.**

**The official salary, depending on the length of service, is from 241078 to 295611 tenge, Education requirements:** postgraduate or higher education: business and management (economics, management, accounting and auditing, finance, state and local administration, marketing, world economy, state audit); law (jurisprudence, international law, customs); social sciences (international relations, political science).

**Functional responsibilities: (block A)**Organization of the work of the department; organization of deskcontrol of acts of tax audits. Tax audit conducting control over acts of preliminary inspections for conducting tax audits through the ECNA information system. Participation in high-quality and timely compilation of consolidated quarterly and annual reports of Form 2-N. Preparation of management rating indicators and reporting to management. Ensuring timely and high-quality execution of centralized tasks and tasks. Ensuring the timeliness, competence and legality of consideration of taxpayers' appeals. To monitor the preparation and execution of the department's documents; to make recommendations on eliminating the causes and conditions that give rise to tax errors, to carry out work on collecting, sorting, assessing the facts of violations of tax legislation; to interact with state and other competent authorities within the competence of the head of the department.

**Requirements for participants of the competition in Category C-О-4:**

availability of the following competencies: stress resistance, initiative, responsibility, orientation to the consumer of services and its notification, honesty, cooperation and interaction, activity management, decision-making, leadership;

work experience must meet one of the following requirements::

1) at least one year of work experience in public positions;

2) at least two years in areas corresponding to the functional areas of a particular position of this category;

3) at least one year of service experience in the status of a deputy of the Parliament of the Republic of Kazakhstan or in the status of a deputy of the maslikhat of the region, city of Republican significance, capital district (city of regional significance) or in the status of an international employee, serving on a permanent basis;

4) at least six months of work experience as a judge, with the exception of judges who have terminated their powers for negative reasons;

5) at least two years of work experience in public positions, including at least one year in the positions of law enforcement or special state bodies or at the tactical level of the military administration bodies of the Armed Forces, in the positions of local military administration bodies or military educational institutions;

6) completion of postgraduate education programs in educational organizations under the president of the Republic of Kazakhstan or foreign higher educational institutions in priority specialties approved by the Republican commission;

7) academic degree;

8) at least five years of work experience for persons enrolled in the Presidential Youth personnel Reserve;

9) work experience requirements for the position of Bailiff are not applied

 **3.** Chief specialist of the Department of large taxpayers of the Department of State Revenues of the Atyrau region KGD MF RK, category С-О-5, 4 - unit.

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing), technical sciences and technologies (information systems, computers and software).

**Functional responsibilities: (block A)** Organization of work on the implementation of tax audits in relation to large taxpayers and large business entities subject to monitoring. Conducting tax monitoring of large taxpayers and large business entities by analyzing the financial and economic activities of taxpayers in order to determine their real taxable base. Providing analytical information about large taxpayers and large business entities subject to monitoring. Improving the tax administration of large taxpayers and large business entities subject to monitoring. Development and submission to the committee of proposals for improving tax administration. Clarification of the legislation regarding the tax administration of large taxpayers and large business entities subject to monitoring. Conducting tax audits of large taxpayers and large business entities, taxpayers subject to monitoring for compliance with the tax legislation of the Republic of Kazakhstan; Ensuring the completeness of tax receipts, mandatory payments to the budget calculated based on the results of tax audits and monitoring, calculation, withholding and transfer of mandatory pension contributions and mandatory occupational pension contributions to the Unified Accumulative Pension Fund, calculation and payment of social contributions to the state Social Insurance Fund. Participation in the meeting of the commission to consider the written objection of large taxpayers and large business entities subject to monitoring to the act of preliminary tax audit; Preparation and submission of reports to the committee; interaction of large taxpayers and large business entities subject to monitoring with government agencies, including abroad, on tax administration issues. Interaction with structural divisions on issues within the competence of the Department. Provision of information to the state bodies of the Republic of Kazakhstan, including preliminary information, in compliance with the procedure and requirements of the legislation of the Republic of Kazakhstan for the protection of state, commercial, banking, tax and other secrets (secrets) protected by the legislation of the Republic of Kazakhstan, as well as other classified information, international treaties of the Republic of Kazakhstan, if such information is necessary for the specified bodies to perform their tasks and functions.

 **4.** Chief Specialist of the Legal Department of the Department of State Revenue in Atyrau region of the KND of the Ministry of Finance of the Republic of Kazakhstan , category C-O-5, 3-units

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing).

**Functional responsibilities:** **(block B)**  Execution, within its competence, of the instructions of the head of the department, qualitatively, in the prescribed manner and in a timely manner. Qualitatively prepare for court hearings in civil and administrative cases in the field of customs and taxation; entering and completing in the INIS RK complaints and applications on civil and administrative cases in the field of customs and taxation, in which he took part; timely send to officials, in accordance with the requirements of the Code of Administrative Offenses of the Republic of Kazakhstan, taxpayers' complaints about the decisions made, considered by the department. Ensure the receipt of the necessary information and materials in the course of work from the relevant departments.

 **5.** Chief Specialist of the Organizational Department of the Organizational and Financial Department of the Department of State Revenue for the Atyrau region of the SRC of the Ministry of Finance of the Republic of Kazakhstan, category C-O-5, 1 - unit.

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing).

**Functional responsibilities: (block С)**  Conducting work on registration of incoming and outgoing correspondence; organization of timely delivery of documents to the archive; organization of timely acceptance, registration and preparation of documents received by the Department for consideration by the management and sends them to the appropriate addressees; control over the procedure for passing, processing and execution of documents, registration and control of applications received in the E-application information system in accordance with the Administrative Procedure Code of the Republic of Kazakhstan (No. 350-VI of 06/29/2020);

 **6.** Chief Specialist of the Department of Explanatory Work and Contact Center Department of Public Services of the Contact Center of the Department of State Revenue in Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 - unit.

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing).

**Functional responsibilities:** **(block А)**  Provision of timely jn behalf of the CTD MF RK providing timely responses to taxpayers requests for issues within the competence of the Departament. Providing practical training methodological assistance to the regional bodies of the Departament practical within the competence of the Departament. Providing clarification tax and customs legislation of the Republic Kazakhstan comply with the rules and standards for the provision of public service placement of publications on Internet resources of the State Revenue Committee of the Ministry of Finance of the Republic Kazakhstan as well and social networks. Organization of events. Seminars. According to the explanation of tax and customs legislation organization of work with the media and with various information campaign performance of other functions stipulated by the legislation of the Republic Kazakhstan. Providing taxpayers via telephone lines and Contact-Center carried out explanatory work on the name of the tax legislation.

**7.** Chief Specialist of the Department of Tax Audit and VAT Administration Department of Administration of Indirect Taxes (temporarily, for the period of stay of the main employee for child care until 11.03.2023) Department of State Revenue for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 - unit.

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing).

**Functional responsibilities: (block А)**  Organization of activities for the registration of value added tax payers; tax organization and control over the administration of value added tax; interact with authorities and participate in joint activities; Studying the formation of excess VAT and work to reduce the amount of unjustified VAT; Formation of analytical reports "Pyramid" and analysis of the results; Organization and control of work on the verification of value added tax; control over the work to ensure the full receipt of taxes calculated on the basis of the results of tax audits to the budget; organization of tax audits for the correct calculation of value added tax and confirmation of the excess of VAT, including confirmation of the excess of the amount of VAT claimed for refund. In addition, to confirm the reliability of exceeding VAT during thematic tax audits, the designer of analytical reports uses information received from the compiler.

Uses information received from the developer of analytical reports on the administration of VAT and work on the DS; Control of the movement of goods in an automated mode (in the virtual module - the IS ESF module);

**8**. Chief Specialist of the Department of Taxation of Non-residents, (temporarily, for the period of stay of the main employee for child care on 31.08.2024) of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-5, 1 - units.

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing).

**Functional responsibilities:**

**(block А)**  To ensure the observance and protection of the rights, freedoms and legitimate interests of citizens and legal entities, to consider citizens' appeals in the manner and within the time limits established by law; to carry out and control the administration of special payments and taxes of subsoil users, administration of income of non-residents of the Republic of Kazakhstan, large taxpayers subject to monitoring; Implementation and control over the correctness of the application of the provisions of international treaties established in accordance with international treaties and (or) the Code of the Republic of Kazakhstan On Taxes and Other Mandatory Payments to the Budget; provision of public services of approved state revenue bodies (refund of income tax paid from the budget, confirmation of residence of the Republic of Kazakhstan, apostille of official documents originating from the structural divisions of the Ministry of Finance of the Republic of Kazakhstan and (or) their territorial divisions); Conducting a tax audit on the return of income tax from the budget based on the application of non-residents for the refund of tax paid on income received from sources in the Republic of Kazakhstan; conducting desk control on special payments and taxes of subsoil users and taxes of non-residents in accordance with the register of procedures for desk control "Kyran" for tax reporting.

**9.** Chief Specialist of the Customs Value Department of the Tariff Regulation Department of the State Revenue Department for Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, (temporarily, for the period of the main employee's stay for child care until 15.01.2023,02.09.2024), category C-O-5, 2 - units.

**Education requirements:** postgraduate or higher education, work experience is not required: law (jurisprudence, international law, law enforcement, customs), social sciences, economics and business (economics, management, accounting and auditing, finance, state and local government, marketing).

**Functional responsibilities:**

**(block А)**  Ensures timely execution of orders of the Head of State and the Government of the Republic of Kazakhstan, the head of the committee and the department in the prescribed manner. The Department considers appeals from state bodies and other legal entities on issues within its competence. The Ministry of Finance of the Republic of Kazakhstan submits a monthly report to the SCP in the approved form "Information on Disclosure of the Amount of Security for Payment of Customs Duties and Taxes". Collection and Processing of Information to Answer Questions of Foreign Economic Activity Participants. In accordance with Article 105 of the Customs Code of the Republic of Kazakhstan "On the obligation to pay customs duties, taxes, special, antidumping, countervailing duties" dated February 26, 2018 The obligation registration security (hereinafter - the obligation) in accordance with the order "On some issues of collection, as well as execution of the duties of a legal entity and (or) the authorized economic operator "in the field of customs" payment of customs duties, taxes is provided. The Ministry of Finance of the Republic of Kazakhstan submits a monthly report to the SCP in the approved form "Information on Disclosure of the Amount of Security for Payment of Customs Duties and Taxes". Collection and Processing of Information to Answer Questions of Foreign Economic Activity Participants. In accordance with Article 105 of the Customs Code of the Republic of Kazakhstan "On the obligation to pay customs duties, taxes, special, antidumping, countervailing duties" dated February 26, 2018 The obligation registration security (hereinafter - the obligation) in accordance with the order "On some issues of collection, as well as execution of the duties of a legal entity and (or) the authorized economic operator "in the field of customs" payment of customs duties, taxes is provided. Records the performance of obligations for payment of customs duties and taxes, as well as draws up information on the performance of obligations for payment of customs duties and taxes Automated system "Astana-1" registers in the fund and maintains in EXCEL format. "Rules of accounting for mandatory payments of customs duties, taxes in the state revenue authorities", approved by the Order of the Minister of Finance of the Republic of Kazakhstan from February 26, 2018 № 294, as well as the return of the amount of security for the payment of customs duties, taxes after the proper execution of the payer's obligations. Transfers the amount of security for payment of customs duties and taxes to the budget from the temporary placement account to the budget on the basis of letters from customs authorities, as well as upon payer's request for crediting money to accounts with banks of the payer. The Bank shall keep records on pledges, contracts of pledge, contracts of pledged property and insurance contracts. Receipts and refunds of money credited to the temporary placement account of the amount of security for fulfillment of obligations on payment of customs duties and taxes, and also data on the amount of security for fulfillment of obligations on payment of customs duties and taxes shall be kept in the Excel format. In the event of non-fulfillment by the payer of the obligation on payment of customs duties and taxes, the customs authority shall send to the insurance organization a claim on payment of the payable amounts of customs duties and taxes, penalties and interests upon expiration of the time limit for the obligation on payment of customs duties and taxes secured by the insurance contract. As part of his duties, he regularly interacts with the structural divisions of the ICD, performs other tasks assigned to him by the management of the ICD and the heads of the Department and the Office. SCP MF RK conducts correspondence on issues of customs legislation. Correspondence with law enforcement and other government agencies on customs legislation. In the proceedings on administrative offenses shall draw up a protocol on administrative offenses, as well as apply other procedural measures provided for by the legislation of the Republic of Kazakhstan on administrative offenses. Makes proposals to change customs legislation in order to improve customs control. Comply with all requirements for the protection, storage and non-disclosure of restricted official information obtained in the performance of official duties. Observes labor discipline and complies with the requirements of anti-corruption and the legislation of the Republic of Kazakhstan "On Public Service". Performs other duties assigned by the head of the department.

 **10. The leading specialist of the customs post "Airport-Atyrau" of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan, category C-O-6, 2 units**.

 **Education requirements:** Higher or postgraduate education: business and management (economics, management, accounting and audit, finance, state and local administration, marketing, world economy, state audit), law (jurisprudence, international law, customs), social sciences (international relations, political science).

 **Functional responsibilities: (block А)**  Analysis of the performance indicators of the customs statistics post, forecasting of customs payments and taxes receipts, keeping records of the risk profiles involved, forming an electronic database on the systems of the TAIS program, sending declarations for goods to personal accounts, forming an electronic database of declarations for goods, forming a register of issued declarations, ensuring the operation of technical means of customs control, ensuring radiation safety, conducting control, record keeping and archival work, is responsible for other branches of customs affairs. Works as part of duty shifts of customs control over goods and vehicles transported across the customs border of the Customs Union, performs the duties of a shift manager. Performs customs control over aircraft, goods, postal items, documents, and individuals transported across the customs border. Uses technical means of customs control, applies forms of customs control, performs customs operations, draws up customs documents. Performs personal customs inspection. Measures of customs and tariff regulation, prohibitions and restrictions, ensures its safety. Carries out work on the prevention, suppression, detection of offenses and crimes in the field of customs affairs, obtaining measures to ensure proceedings in cases of administrative offenses, drawing up protocols on administrative offenses, record keeping and documentation, compliance with the order of the customs control zone. Cargo and goods are placed in customs warehouses and temporary storage warehouses and in places. Performs customs operations related to customs declaration and customs clearance of goods, reveals facts of violation of customs rules. Prepares daily and operational information, other requested information. Executes the instructions and instructions of the officials of the Department, the management of the Airport - Atyrau customs post and the head of the duty shift assigned to them within their competence, performs other duties assigned to the customs authorities. Fulfills all requirements for the protection, storage and non-disclosure of information of official information of limited distribution received during the performance of official duties.

 **11.** The leading specialist of the customs post "Airport-Atyrau" of the Department of State Revenue for the Atyrau region of the Ministry of Internal Affairs of the Republic of Kazakhstan (for the period of parental leave of the temporary main employee until 18.11.2022), Category C-O-6, 1 unit.

**Education requirements:** Higher or postgraduate education: business and management (economics, management, accounting and audit, finance, state and local administration, marketing, world economy, state audit), law (jurisprudence, international law, customs), social sciences (international relations, political science).

**Functional responsibilities: (block А)**  Analysis of the performance indicators of the customs statistics post, forecasting of customs payments and taxes receipts, keeping records of the risk profiles involved, forming an electronic database on the systems of the TAIS program, sending declarations for goods to personal accounts, forming an electronic database of declarations for goods, forming a register of issued declarations, ensuring the operation of technical means of customs control, ensuring radiation safety, conducting control, record keeping and archival work, is responsible for other branches of customs affairs. Works as part of duty shifts of customs control over goods and vehicles transported across the customs border of the Customs Union, performs the duties of a shift manager. Performs customs control over aircraft, goods, postal items, documents, and individuals transported across the customs border. Uses technical means of customs control, applies forms of customs control, performs customs operations, draws up customs documents. Performs personal customs inspection. Measures of customs and tariff regulation, prohibitions and restrictions, ensures its safety. Carries out work on the prevention, suppression, detection of offenses and crimes in the field of customs affairs, obtaining measures to ensure proceedings in cases of administrative offenses, drawing up protocols on administrative offenses, record keeping and documentation, compliance with the order of the customs control zone. Cargo and goods are placed in customs warehouses and temporary storage warehouses and in places. Performs customs operations related to customs declaration and customs clearance of goods, reveals facts of violation of customs rules. Prepares daily and operational information, other requested information. Executes the instructions and instructions of the officials of the Department, the management of the Airport - Atyrau customs post and the head of the duty shift assigned to them within their competence, performs other duties assigned to the customs authorities. Fulfills all requirements for the protection, storage and non-disclosure of information of official information of limited distribution received during the performance of official duties.

**Documents required for participation in the competition**:

 To participate in the general competition, the following documents are submitted:

 1) an application in the form in accordance with Appendix 2 to the Rules for Conducting Competitions for the occupation of an administrative civil service position of corps "B";

2) the track record of a candidate for the administrative state service of corps "B" with a color photograph of 3x4 in the form in accordance with Appendix 3 to the Rules for Conducting Competitions for the occupation of an administrative civil service position of corps "B";

3) copies of documents on education and applications thereto, certified by a notary;

Copies of education documents received by citizens of the Republic of Kazakhstan in foreign educational institutions are accompanied by copies of certificates of recognition or nostrification of these education documents issued by the authorized body in the field of education, 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.

Copies of educational documents issued to holders of the international scholarship "Bolashak" are accompanied by 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 documents on education that are subject to an international treaty (agreement) on mutual recognition and equivalence are accompanied by copies of certificates of recognition of these educational documents issued by the authorized body in the field of education;

4) a copy of a document confirming labor activity, certified by a notary or certified by the personnel department from the place of work;

5) medical certificate of health status (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 The Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 (registered in the Register of State Registration of Normative Legal Acts No. 6697), issued no more than six months before the date of submission of documents (or a notarized copy);

6) a copy of an identity document of a citizen of the Republic of Kazakhstan;

7) 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 ​​(registered in the Register of State Registration of Normative Legal Acts under No. 11304) issued no more than one year before the date of submission of documents (or a notarized copy)

8) 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 ​​(registered in the Register of State Registration of Normative Legal Acts No. 11304) , issued no more than one year before the date of submission of documents (or a notarized copy).

The personnel management service (personnel service) through the integrated information system "E-Kyzmet" checks the availability of the candidate:

 1) a certificate of passing testing for knowledge of legislation with results not lower than the threshold values ​​for the testing program for the category of the declared position, valid at the time of submission of documents;

 2) conclusions on passing the assessment of personal qualities in an authorized body with results not lower than the threshold values ​​valid at the time of submission of documents for participation in the competition.

At the same time, the personnel management service (personnel service) verifies the copies of documents with the originals.

It is not required to provide a copy of a document confirming labor activity if the citizen did not carry out labor activities and if work experience is not required for the vacant position for which the competition has been announced.

Citizens 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, other information characterizing their professional activities, qualifications).

The documents must be submitted within 7 working days from the next working day after the last publication of the announcement of the general competition in the Department of State Revenues in the Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan.

Persons who have expressed a desire to participate in the general competition submit documents to the state body that announced the competition, on an emergency basis, by mail or in electronic form to the e-mail addresses A.Amirova@kgd.gov.kz, g.kulova@kgd.gov.kz , tugaibaeva@taxatyrau.mgd.kz specified in the announcement or through the electronic government portal "E-gov" within the deadline for receiving documents.

When submitting documents in electronic form to the e-mail address of a state body or through the electronic government portal "E-gov", their originals or notarized copies are submitted no later than one hour before the start of the interview.

If they are not submitted, the person is not allowed by the competition commission to pass the interview.

Candidates participating in the general competition and admitted to the interview pass it at the Department of State Revenue in the Atyrau region, who announced the competition, within three working days from the date of notification of the candidates about their admission to the interview.

To ensure the transparency and objectivity of the work of the competition committee, observers are invited to its meeting.

Deputies of the Parliament of the Republic of Kazakhstan and maslikhats of all levels, representatives of the media accredited in the manner prescribed by the legislation of the Republic of Kazakhstan, other state bodies, public associations (non-governmental organizations), commercial organizations and political parties, employees authorized body for civil service affairs.

To attend a meeting of the competition committee as an observer, a person is registered with the personnel management service (personnel service) no later than one business day before the start of the interview. For registration, a person submits to the personnel management service (HR department) a copy or an electronic copy of an identity document and copies or electronic copies of documents confirming belonging to the organizations specified in paragraph 26 of these Rules.

 By agreement with the head, the presence of experts at the meeting of the competition committee is allowed.

The experts are persons who are not employees of the state body that announced the competition, who have experience in areas corresponding to the functional areas of the vacant position, including in the scientific field, as well as specialists in the selection and promotion of personnel, civil servants of other state bodies, deputies Parliament of the Republic of Kazakhstan and maslikhats.

 Participants of the competition and candidates can appeal the decision of the competition commission to the authorized body or its territorial division, or in court.

 The costs of participating in the competition (travel to and from the interview site, renting accommodation, accommodation, using all types of communication services) are paid by citizens at their own expense.

Appendix 2 to the Rules

holding a competition for a lesson

administrative state

Corps B positions

The form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(government agency)

 Statement

 I ask you to admit me to participate in competitions for filling vacant administrative government positions:

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 I have read (familiarized) with the main requirements of the Rules for the competition for holding an administrative civil service position in corps "B", agree (agree) and undertake to comply with them.

 I agree to the collection and processing of my personal data, including from neuropsychiatric and drug treatment organizations.

 I agree with the broadcast and posting of the video recording of my interview on the Internet resource of the state body \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Not really)

 I am responsible for the authenticity of the submitted documents.

 Attached documents:

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 Contact phone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 "\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

"B" korpusynyk memlekettіk

ukimshilik lauazymyna

ornamentalasuғa competition atkizu

қағidalarynyң 3-қosymshasy

Nysan

"B" CABINETS ӘKIMSHILIK MEMLEKETTIK

LAUAZYMYNA CANDIDATTYҢ ҚYZMETTIK TIZIMІ

ACHIEVEMENT LIST

CANDIDATE FOR ADMINISTRATIVE PUBLIC POSITION OF CORPUS "B"

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tegі, aty zhane ukesinin aty (bolғan zhaғdayda) /

surname, name, patronymic (if any) PHOTO

(tүrlі tusti / color,

3x4)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

lauazyms / position, sanats / category

(bolғan zhaғdayda / if available)

ZHEKE MӘLIMETTER / PERSONAL DATA

1. Tugan kuni zhune zheri /

Date and place of birth

2.Ulty (kalauy boyinsha) /

Nationality (optional)

3. Оу ornyn bіtіrgen zhyly zhune onyңatauy /

Graduation year and name of the educational institution

4. Mamandyky boyinsha bіlіktіlіgі, ғylym dәrezhesі, ғylym atay (bolғan zhaғdayda) /

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

5. Shetel tildern bilu /

Foreign language proficiency

6. Memlekettik rewards

State awards, honorary titles (if any)

7. Diplomatialsқ dәrezhesі, skeri, arnayy ataқtary, synyptyқ sheni (bolғan zhaғdayda) /

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

8. Zhaza tүri, ony taғaiyndau kүni men negizi (bolғan zhaғdayda) / Type of collection, date and grounds for its imposition (if any)

9.Soңғy үsh zhyldagy yzmetinin timdiligin zhyl sayyngy bangalau kүni men nәtizhesi, huger үsh zhyldan kem zhumys іstegen zhaғdayda, naledy zhumys іstegіlіgіt

The date and results of the annual performance assessment for the last three years, if worked for less than three years, the estimates for the actually worked period are indicated (to be filled in by civil servants)

EҢBEK ZHOLY / EMPLOYMENT

Кні / Date Kyzmeti, zhumys orny, mekemenin ornamentalқan zherі / position, place of work, location of the organization

қabyldanғan /

reception bosatylғan /

layoffs

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidatesң oly /

Candidate signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

күні / date