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| № исх: МКБ/2253 от: 03.10.2022 |

 **Announcement of an internal competition for a vacant and temporarily vacant administrative public position of corps "B" of the State Revenue Administration for Zhylyoi district of the State Revenue Department for Atyrau region**

 **Department of State Revenues for the Zhylyoisky district of the Department of State Revenues for the Atyrau region of the State Revenue Committee of the Ministry of Finance of the Republic of Kazakhstan, index 060100, Atyrau region, Zhylyoi district, Kulary city, Zhylkyshy Izturganov st., house 7, telephone for information 8(71237)51233 , e-mail address: jiloi@ kgd, glatieva@kgd.gov.kz announces a general competition for the occupation of administrative public positions of corps "B"**

 **1. Chief specialist of accounting, analysis, tax control and collection (temporary position of the main employee on parental leave until December 17, 2023.) and (temporary position of the main employee on parental leave until February 27, 2025 year.), C-R-4, 2-unit.**

 **Official salary, depending on the length of service, from 186,632 to 229,492 tenge.**

 **Functional responsibilities**: Fulfillment of tasks coming from the center, orders and instructions from the management; Registration of a taxpayer as an individual entrepreneur, private notary, lawyer or farm; accepting applications from taxpayers to suspend the submission of tax returns, their timely and correct entry into the program and timely submission of a decision; acceptance of tax applications of taxpayers on the application of special tax regimes, making decisions, providing timely information on applications of taxpayers; timely response to requests from law enforcement agencies and organizations; filling out a protocol on an administrative offense for taxpayers;

 - Maintaining personal accounts; ensuring the correctness of the calculation of the balance of taxpayers to the budget (arrears and overpayments); control over the timeliness, correctness and completeness of the reflection of the calculated and reduced amounts of taxes and other obligatory payments and announcements about the mandatory pension on the personal account page; ensure timely submission of information on taxes and other payments on the basis of taxpayers' applications;

- Timely registration and presentation of information in accordance with the tasks of the State Duma, higher authorities and structural divisions; acceptance of amounts of taxes and other obligatory payments received from state organizations to the budget; timely and complete registration of tax and other obligatory payments to the budget; compares data received from treasury organizations with register receipts of electronic payment documents, analyzes the current debt of taxpayers in the shared sector, formed by types of taxes;

- Legal entities and individual entrepreneurs with tax arrears registered with the State Revenue Department and other mandatory payments transferred to the budget, mandatory pension contributions to be transferred to the accumulative pension fund and social contributions transferred to the state social insurance fund, methods of ensuring fulfillment of unfulfilled tax obligations on time, the application of measures for the enforcement of tax debts;

- In accordance with the Code of Information Technologies of the Republic of Kazakhstan initiates cases against taxpayers on administrative offenses; in order to timely fulfill orders to suspend debit transactions on bank accounts, collection orders, tax audits are carried out in banking institutions and the amounts of receivables are confirmed, taxpayers are checked for correctness application of a tax order when repaying a debt; submits to the system of administrative law a report on violation of the legislation on an administrative offense, maintains a report on the payment of the imposed fine;

- Recommend that taxpayers with debts of more than 150 MCI be declared bankrupt in court in respect of taxpayers with debts

 **Requirements for the participants of the competition in education:** Higher or postgraduate education, Business and management (economics, management, accounting and auditing, finance, public and local administration, marketing, global economy, public auditing), law (jurisprudence, international law, customs), social sciences ( international relations, political science); Those with post-secondary education or technical and professional education are allowed if they have at least one year of civil service experience or at least two years of work experience in the fields corresponding to the functional direction of the specific position in this category.

In case of higher education, work experience is not required.

 **Аvailability of the following competencies:** stress resistance, initiative, responsibility, orientation towards the consumer of services and informing him, integrity, self-development, efficiency, cooperation and interaction, activity management.

 **Requirements for participants of the competition by education:** Postgraduate or higher or post-secondary or technical and vocational education. Business and management (economics, management, accounting and audit, finance, state and local government, marketing, global economy, state audit); law (jurisprudence, international law, customs); social sciences (international relations, political science), technical sciences and technologies (information systems, computers and software, information security systems).

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

 1) Application in the form in accordance with Appendix 2 to the Rules for holding competitions for the occupation of an administrative public position of corps "B";

 2) the service record of a candidate for an administrative public position of corps "B" with a 3x4 color photograph in the form, in accordance with Appendix 3 to these Rules (hereinafter referred to as the Service record);

 3) copies of documents on education and annexes to them, certified by a notary.

Copies of education documents received by citizens of the Republic of Kazakhstan in foreign educational organizations 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, scientific centers and laboratories citizens of the Republic of Kazakhstan - holders of the Bolashak international scholarship, as well as those subject to an international treaty (agreement) on mutual recognition and equivalence.

Copies of documents on education issued to the holders of the international scholarship "Bolashak" are accompanied by a copy of the certificate of completion of studies on 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 subject to an international treaty (agreement) on mutual recognition and equivalence are accompanied by copies of certificates of recognition of these documents on education issued by the authorized body in the field of education.

The personnel management service (HR department) through the integrated information system "E-kyzmet" checks whether the candidate has:

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

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

It is allowed to provide copies of the documents specified in subparagraphs 2) and 3) of paragraph 76 of these Rules.

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

To participate in the general competition, civil servants and the person specified in part one of paragraph 8 of Article 27 of the Law shall provide the following documents:

 1) Application;

 2) Service record, certified by the relevant personnel management service no more than one month before the date of submission of documents.

 Submission of an incomplete package of documents is the basis for refusing to accept them by the secretary of the competition commission.

 Candidates who submitted a complete package of documents in electronic form to the e-mail address receive a receipt in electronic form to the e-mail address of the candidate.

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 term for receiving documents (3 working days), which is calculated from the next working day after the last publication of the announcement of a general competition in the State Revenue Office for the Zhylyoiskydistrict, at the address Atyrau region, Zhylyoi district, Kulary city, Zhylkyshy Izturganov st., house 7,

Persons who have expressed a desire to participate in the general competition submit documents to the state body that announced the competition, by courier, by mail or electronically to the email address **glatieva@kgd.gov.kz** specified in the announcement or through the e-government portal "E -gov" at the time of receipt of documents.

Candidates participating in the general competition and admitted to an interview pass it in the state bodies that announced the competition within three working days from the date of notification of candidates about their admission to the interview.

Interviews with candidates participating in the general competition and admitted to the interview, if necessary, can be conducted via remote video communication.

A candidate who has received a positive conclusion from the competition commission on the results of the general competition within ten calendar days from the date of the decision by the competition commission submits the following documents to the personnel management service (personnel department):

1) a document confirming labor activity (or a notarized copy or certified by the personnel department from the place of work);

2) a medical certificate on the state of health (medical professional advisory opinion) in the form No. 075 / y, according to the forms of primary medical documentation of healthcare organizations, approved by order of the acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. ҚР ДСМ-175/2020, issued no more than one year before the date of submission of documents (or a notarized copy);

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

4) a certificate from a psycho-neurological organization in the form, according to the standard of the state service "Issuance of a certificate from a psycho-neurological 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 Regulatory Legal Acts under No. 11304) issued no more than one year before the date of submission of documents (or a notarized copy);

5) 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 under No. 11304) , issued no more than one year before the date of submission of documents (or a notarized copy).

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

Citizens of the Republic of Kazakhstan at least eighteen years of age, including employees of the authorized body for civil service affairs (hereinafter referred to as the authorized body), may be present as observers at a meeting of the competition commission.

In order to be present at the meeting of the competition committee as an observer, a person notifies the personnel management service (personnel department) no later than two hours before the start of the interview. Notification is carried out by phone or by e-mail specified in the announcement of the competition.

Experts may be invited during the competition. 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 may appeal against the decision of the competition commission or the personnel management service (HR department) to the authorized body or its territorial subdivision, or in court.

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

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

 IIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 (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"

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

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