

### **List of documents for persons participating in the Competition**

1. Application (addressed to the Chairman of the Competition Commission);
2. Personal sheet of personnel records;
3. Autobiography;
4. A copy of the identity card;
5. Copies of higher education diplomas, academic and scientific degrees, certificate of academic rank and originals for verification;
6. Copies of certificates of retraining and advanced training for the last five years and originals for verification (if any);
7. List of scientific works and inventions (if any);
8. Medical certificate № 075 /y form, approved by order of the acting of the Minister of Health of the Republic of Kazakhstan dated October 30, 2020 № KR HM-175/2020, issued no more than 6 (six) months before the date of submission of documents - for persons participating in the competition for the first time;
9. a certificate on the presence or absence of information on the commission of a criminal offense issued by the Committee of Legal Statistics and Special Records of the General Prosecutor's Office of the Republic of Kazakhstan;
10. 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 № 272, issued no more than 1 (one) year before the day submission of documents;
11. Certificate of 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, issued no more than 1 (one) year before the date of submission of documents;
12. Information about a person committing a corruption crime, issued by the Committee on Legal Statistics and Special Accounts of the General Prosecutor's Office of the Republic of Kazakhstan;
13. Recommendation of the department / faculty / high school / scientific unit (based on the decision taken at a meeting of the relevant department / faculty / high school / scientific unit);
14. Program for the development of the department - for persons participating in the competition for filling the vacant position of the head of the department;
15. Program for the development of the faculty / high school - for persons participating in the competition for the vacant position of the dean of the faculty / high school.

*The participant of the competition has the right to submit additional information regarding his education, work experience, professional level (list of scientific publications, recommendations from the management of the previous place of work, etc.).*