

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

1. Application (addressed to the chairman of the Competition Committee);
2. Personal sheet for personnel records;
3. Autobiography;
4. Copy of ID;
5. Copies of diplomas of higher education, academic and scientific degrees, certificates of academic title and originals for verification;
6. Copies of certificates of retraining and advanced training for the last three years and originals for reconciliation (if available);
7. List of scientific works and inventions (if available);
8. Medical certificate of form No. 075/u, approved by the order of the acting 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. Certificate of the presence or absence of information about 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 drug treatment organization in the form, according to the standard of the state service "Issue of a certificate from a drug treatment 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 date submission of documents;
11. Certificate from a psychoneurological organization in the form in accordance with the standard of the state service "Issue of a certificate from a psychoneurological 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 date of submission 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 - for persons participating in the competition for vacant positions: head of the department and dean of the faculty/higher school;
13. Recommendation of the department/faculty/higher school/research unit (based on the results of the decision made at the meeting of the relevant department/faculty/higher school/research unit);
14. Department development program - for persons participating in the competition to fill the vacant position of head of the department;
15. Faculty/Higher School Development Program - for persons participating in the competition to fill the vacant position of dean of the faculty/higher school.

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