**Approved**

**By decision of the board**

**JSC NC QazaqGaz**

**Minutes No. \_\_\_**

**of "\_\_\_" \_\_\_\_\_\_\_\_\_\_ 2022**

**Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions at JSC NC QazaqGaz**

Counterpart: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Nur-Sultan 2022 y.**

**Foreword**

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| **Introduced:** In place of documents PR-06-2020 "Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions at KazTransGaz JSC" and 70-05-2013 "Instruction on recruitment, transfer and relocation of KazTransGaz JSC employees"**Revision date:** 2025 y. |

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1. **Purpose and area of application**
	1. These Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions at JSC NC QazaqGaz (hereinafter - the Rules) determine the process of recruitment and selection of candidates for vacant administrative positions
	JSC NC QazaqGaz (hereinafter - the Company), as well as the process of adaptation of newly hired administrative employees.
	2. These Rules shall:
* apply to administrative and managerial staff positions of the Company and positions of the Company's outstaffing sector whose jobs are located directly within the Company, unless otherwise expressly provided for in these Rules.
* do not apply to the Compliance Department, Internal Audit and the Corporate Secretary.
1. **Normative references**

2.1 These Rules make reference to the following legislation and internal Rules:

|  |
| --- |
| Labor Code of the Republic of Kazakhstan of 23 November 2015, No. 414-V LRK, as amended. |
| Corporate Standard on Human Resources Management of Samruk-Kazyna Group, approved by the decision of the Management Board of Samruk-Kazyna JSC dated 14 December 2017. |
| General requirements for the development, design and presentation of internal regulatory documents of the Company QG DP-01-22 of JSC NC "QazaqGaz", approved by a decision of the Management Board of JSC NC "QazaqGaz".Charter of JSC NC QazaqGaz.Rules of the Labor Code. |

1. **Terms and definitions**

3.1 Terms and corresponding definitions in accordance with Table 1 shall apply to these Rules.

Table 1: Terms and definitions

|  |  |  |
| --- | --- | --- |
| No. | **Terms** | **Definitions** |
|  | **Administrative staff** | Employees of the company who carry out administrative activities, other than management and supervisory staff |
|  | **Administrative functions** | the right to manage and dispose of the property on the Company's balance sheet as prescribed by the law of the Republic of Kazakhstan and the Company's internal documents |
|  | **Vacancy** | the administrative and/or managerial position for which the candidate is being recruited and selected |
|  | **External candidate** | a candidate who participates in the selection procedure for a vacant position and who is not an employee of the Company's group of companies or the Company's outstaffing sector |
|  | **External search and recruitment (external recruitment)** | the procedure for searching and recruitment candidates for a vacant position from external candidates |
|  | **Internal candidate** | a candidate from within the Company's group of companies and/or the Company's outstaffing sector, whose workplace is located directly within the Company |
|  | **Internal search and recruitment (internal recruitment)** | the procedure for searching and recruitment candidates for the vacant position among internal candidates |
|  | **Company group** | The Company and legal entities in which fifty percent or more of the voting shares (participatory interests) are directly or indirectly owned by the Company on the right of ownership or trust management, as well as legal entities whose activities the Company is entitled to control |
|  | **Outstaffing positions** | provision of personnel by an external organization whose workplaces are located directly within the Company |
|  | **Executive body** | the collegial executive body of the company - the Management Board of the company |
|  | **Candidate** | a person applying for a vacant post |
|  | **Qualification requirements (requirements)** | the education, experience, knowledge and skills required for the job in question |
|  | **Competition commission** | a permanent commission, to decide on the presentation for recruitment to administrative positions, of selected candidates for vacant positions, formed by order from among the executive and/or managerial staff supervising the relevant functional blocks, the head of the relevant structural unit and an employee of the Human resources and remuneration department |
|  | **Selection committee** | Commission for the selection of candidates for managerial and executive positions (Deputy Chairmen of the Management Board, Managing Directors, Chief Accountant) - a collegial body of the Company, approved by a decision of the CB, which includes employees of the Company and, upon agreement, may include shareholder representatives as experts |
|  | **Committee** | Nomination/Human Resources and Remuneration Committee of the Board of Directors of the Company |
|  | **Supervising manager** | a manager who coordinates and supervises the activities of the unit under his/her responsibility with the vacancy for which he/she is searching and selecting candidates |
|  | **Line manager** | the line manager of the unit with the vacancy for which the search and selection process is being carried out |
|  | **Administrative** **Functions** | the right, as prescribed by Kazakhstan law and the Company's internal documents, to issue orders and instructions that are binding on employees, and to impose incentives and disciplinary penalties on employees |
|  | **Rules of employment** | The company's internal regulatory document governing the rules of employment |
|  | **Pool of performers (executors)** | Individuals who, without entering into an employment relationship with the Company's group of companies, perform work/services under civil law contracts concluded with the Company, the need for which is not permanent for the Company |
|  | **Successors** | employees in the same organizational unit and/or unit in positions performing functions within the same area of work |
|  | **Recruiter** | Human resources and remuneration department employee/executive responsible for recruitment issues |
|  | **Minimum standard qualification requirements** | minimum requirements for the experience, education and knowledge of employees necessary to perform the functional responsibilities of the respective position |
|  | **Competence model** | a set of Competencies approved in the Company that describe the qualities employees need to be successful in the Company |
|  | **Senior staff** | Employees directly responsible for strategic directions (Deputy Chairmen of the Board, Managing Directors, Chief Accountant) |
|  | **Electronic database of specialists** | A CV database of potential candidates created by the recruiter by collecting and analyzing CVs of professionals in different professional fields |
|  | **HR** | human resource management (human resources) |
|  | **Foundation** | Joint Stock Company Sovereign Wealth Fund Samruk-Kazyna |

1. **Abbreviations and designations**

 4.1. The abbreviations and designations in accordance with Table 2 are used in this Regulation:

Table 2. Abbreviations and designations

|  |  |  |
| --- | --- | --- |
| **№** **i/o** | **Designations and abbreviations** | **The full name of the symbols and abbreviations given** |
| 1 | CSD | Corporate Security Department |
| 2 | S/A | Subsidiaries and associates, including jointly controlled entities and joint ventures |
| 3 | HRRD | Department of Human Resources Management and Remuneration |
| 4 | CS | Compliance Service |
| 5 | BD | Board of Directors of the Company |
| 6 | CB | Chairman of the Board |
| 7 | MS | Monthly salary |
| 8 | HRC | Appointments/Human Resources Committee |

1. **Responsibility and authority**
	1. The Company's HRRD shall be responsible for the development and administration of these Rules.
	2. All employees of the company are responsible for complying with the requirements of these rules.
	3. Responsibility for the distribution of these Rules shall be vested in the Company's HRRD.
	4. It is the responsibility of the CSD or the CS to check for the presence/absence of circumstances preventing the recruitment of a candidate;
	5. It is the responsibility of the CSD or the IC to check for the presence/absence of affiliations and conflicts of interest for vacant supervisory and line manager positions, as well as positions related to the performance of organizational, management and/or administrative functions.
2. **Features of the search and selection process for administrative positions**
	1. The recruitment of employees for administrative positions shall be made on a competitive basis in accordance with these Rules.
	2. If necessary, a candidate may be hired for a specific job in accordance with labor law. A memo from the head of the structural unit stating the reasons and justification for the candidate's admission shall be the basis for admission for a certain period of work.
	3. Requirements for applicants and sources of search
		1. Candidate requirements:

- for staff positions shall be determined on the basis of the minimum standard qualification requirements (Annex 1), approved job descriptions and staff schedules;

- for outstaffing positions shall be determined on the basis of the classification of outstaffing positions in accordance with the contract.

* + 1. In case of partial non-compliance of an internal candidate for the position of the Head of a structural unit, upon the submission of the Immediate superior, the Competition Commission shall decide to recommend his/her further consideration according to these Rules/refuse to consider him/her.
		2. Sources of recruitment may include
1. Talent pool, including successors to key positions, employees of the department/structural unit where the vacancy has arisen, other employees of the Company;
2. employees of the company's group of companies;
3. pool of performers;
4. electronic database of specialists, specialized websites [(](http://www.qsamruk.kz)www.qsamruk.kz, etc.), professional communities, business contacts, recommendations and other sources not prohibited by current legislation of the Republic of Kazakhstan.
	* 1. Candidates from the pool of performers may be considered at the same time as internal candidates in accordance with the procedure laid down in point 6.4.
	1. Searching and selecting candidates
		1. When a vacancy arises, the supervisor, line manager and recruiter consider eligible employees from the talent pool.

The talent pool is formed on the basis of an internal regulatory document approved by decision of the Management Board.

* + 1. The hiring of employees from the same organizational unit and/or unit within the same function in the Company's group of companies and/or outstaffing sector and/or from the Company's pool of performers may be carried out without competitive procedures.

Internal transfers from one organizational unit to another are carried out without competitive procedures on the basis of a transfer application.

* + 1. For vacant key positions, successors who are ready at the time of the vacancy are given priority for consideration.
		2. Based on the results of the candidates' consideration of paragraphs 6.4.1., 6.4.2., 6.4.3:
1. if the final candidate is selected, an application for admission/transfer is made in accordance with Annex 2;
2. in the case of no or negative candidates, the line manager shall issue a search and selection request in accordance with Annex 3.
	* 1. Based on the search and selection application, the recruiter organizes an internal selection among other internal candidates and, in case of absence or negative consideration, an external selection. Sequential stages of internal and external selection:
3. publication of the vacancy announcement: for internal selection on internal corporate resources, for external selection on the Foundation group's vacancy website (www. qsamruk. kz);
4. collecting feedback (CVs): at least 3 calendar days;
5. Consolidation and review of CVs for eligibility: no more than 2 working days;
6. testing of candidates in accordance with point 6.5;
7. considering and deciding on the candidates:
* a panel interview with the supervisor, line manager and recruiter, the results of which are documented in the form of a protocol (Annex 4);
* verification by CSD or CS (only with the written consent of the candidate (Annex 5) for the presence/absence of circumstances preventing the recruitment of the candidate, which is carried out on request by the recruiter within 1 day;
* screening of the IC for the presence/absence of affiliations and conflicts of interest for vacant supervisory and line manager positions, as well as positions related to the performance of organizational, administrative and/or management functions.

 In cases where a CB and a candidate for the position of supervisor/ direct supervisor have worked in a direct reporting line on two or more occasions, the CSD or CS shall send the candidate's materials to the Competition Commission for further consideration.

* submitting a request for transfer/acceptance of the final candidate to the CB or his/her delegated person (Annex 3);
* a job offer to the final candidate in the form of Annex 6 (required when considering external candidates);
1. processing the admission/transfer of the final candidate;
2. providing feedback to candidates;
3. publication of selection results: for internal selection on internal corporate resources, for external selection on the Foundation group's vacancies website ([www. qsamruk. kz](http://www.qsamruk.kz)).
	* 1. At the discretion of the recruiter and the head of the unit where the vacancy is created, external and internal recruitment may take place simultaneously.
		2. If necessary, the CB or a person authorized by him may interview candidates.
		3. Persons are not permitted to be selected for vacant posts:
4. deprived of the right to hold any office for a certain period of time by an enforceable court decision;
5. who have committed a corruption offence;
6. who have knowingly provided misleading information about themselves, their qualifications and work experience.
	* 1. Personnel appointments involving direct accountability or shared financial responsibility of persons with family ties are not permitted.
		2. At any stage of the external selection process, each of the participants has the right
7. request additional information from applicants and initiate their verification by the CSD or the IC;
8. Discuss whether the candidate should be considered (if they are found to be ineligible, to have a conflict of interest, or if the data provided does not meet the requirements, etc.).
	1. Testing of candidates:
		1. The supervising manager decides whether or not testing is necessary:
9. internal candidates;
10. candidates from within the Company's group, with at least 1 year's experience in the group;
11. external candidates applying for the vacant positions of heads of departments;
12. candidates from the pool of performers;
	* 1. The rest of the candidates are subject to compulsory testing:
13. professional knowledge of up to 3 areas: the areas are determined by the line manager based on the function of the position. The performance threshold is at least 70% correct answers of the total number of questions;
14. in the national language and/or English[[1]](#footnote-1) , the threshold for results is at least 70% correct answers of the total number of questions (if applicable). The test is excluded if the candidate provides proof of proficiency in the required language level (e.g. valid KAZTEST/IELTS certificates, diploma of higher education in the relevant language, etc.).
	* 1. You may not retake the tests in the same selection (competition) within 6 months of taking them. [[2]](#footnote-2)
		2. The questions and results of the tests are confidential and only employees of HRRD, CSD or CS and their respective line managers and supervisors have access to them.

6.6 Assessing the effectiveness of the search and selection process

* + 1. The following key indicators can be used to assess the effectiveness of the recruitment process:
	1. % of employees who successfully completed their probationary period;
	2. staff turnover among employees who have worked in the Company for less than 1 year;
	3. the number of job offers rejected by candidates;
	4. satisfaction of internal clients with the selection process;
	5. the average competition for a vacancy (number of responses);
	6. the quality of the feedback given to candidates;
	7. % of vacancies closed by internal candidates;
	8. % of vacancies closed by candidates from the Company's group of companies.

6.7 Adaptation of newly hired employees

* + 1. The adaptation procedure for newly recruited employees is carried out in accordance with the basic plan. As a rule, the adaptation period is six (6) months.
		2. The following key indicators can be used to assess the effectiveness of the adaptation process:
1. the proportion of positive and negative responses in the adaptation feedback questionnaire during the first three (3) months of employment with the Company;
2. % of new employees who participated in an adaptation meeting for new employees[[3]](#footnote-3) ;
3. staff turnover among employees who have worked in the Company for less than 1 year.
4. **Features of the search and selection process for management positions**
	1. Job descriptions or job descriptions: for CB and managerial positions are approved by the Company's Board of Directors on the recommendation of the HRC.
	2. In order to conduct a competitive selection process for managerial positions, a Commission shall be established by a decision of the CB in accordance with the established procedure, which shall consider and make recommendations on candidates.
	3. Only an interview/collegial interview on professional and personal competences may be used when assessing candidates for managerial positions.
	4. Candidates for vacant managerial positions with responsibility for procurement are also required to undergo a specialized polygraph profiling test.
	5. Based on the results of the search and competitive selection process, a shortlist of candidates, including candidates from the successor/talent pool/ talent pool, candidate profiles are prepared, including competency assessment reports if required, as well as other information on the candidates who participated in the competitive selection process.
	6. The assessment of the competences of candidates for managerial positions is carried out on the basis of a competence model by an independent expert and/or an employee of the HRRD, if certified, who generates a report in the area of required competences from a shortlist of assessment results.
	7. If there is a candidate in the management succession plan, the Commission shall include such a candidate in the shortlist of candidates.
	8. CB, in order to fulfill the role of the Committee in the executive search and selection process, sends a shortlist of candidates for executive positions to the Committee for consideration.
	9. All matters not covered by these Rules shall be governed by the applicable laws of the Republic of Kazakhstan, the Articles of Association and other internal Rules of the Company.
5. **Records**

8.1. This process generates the following records Table 3, which must be managed in accordance with the requirements of documented procedure DP-02 "Records Management".

Table 3: List of entries

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No. i/o** | **Name** | **Record form** | **Responsibility for keeping records** | **Storage** | **Frequency of recording** |
| **Location** | **Deadline** |
| 1 | Minimum standard qualification requirements for administrative positions of JSC NC QazaqGaz | Annex 1 | One of the employees of the responsible department | Responsible department | until the need arises | as required |
| 2 | Application for transfer/reception | Annex 2 | One of the employees of the responsible department | Responsible department | until the need arises | as required |
| 3 | Application form for search and selection of candidates | Annex 3 | One of the employees of the responsible department | Responsible department | until the need arises | as required |
| 4 | Protocol No. \_\_\_\_Peer interview (panel interview) meetings with candidates for the vacant post | Annex 4 | One of the employees of the responsible department | Responsible department | until the need arises | as required |
| 5 | Consent to the collection, storage, processing and verification of personal data | Annex 5 | One of the employees of the responsible department | Responsible department | until the need arises | as required |
| 6 | A job offer | Annex 6 | One of the employees of the responsible department | Responsible department | until the need arises | as required |
| 7 | Non-disclosure of confidential information agreement | Annex 7 | One of the employees of the responsible department | Responsible department | until the need arises | as required |

1. **Revising, amending, storing and distributing**

9.1 The revision, amendment, storage and distribution of these Rules shall be carried out in accordance with the requirements of documented procedure DP-02 "Records Management".

9.2 The "original" hard copy of these Rules shall be filed and kept at the Company's HRRD.

9.3 A scanned version of these Rules shall be placed in the Company's Internal rate of return database.

9.4 Annexes 2-7 may be supplemented and/or amended without a decision of the Board, at the discretion of the Director of the HRRD.

**Change registration sheet**

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| **Change number** | **Page numbers** | **Total sheets in the document** | **Section numbers of the sections to which the changes relate** | **Description of changes** | **Note on the change** |
| **Full name** | **Signed** | **Date** |
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**Review Worksheet**

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| **No.****i/o** | **Name and surname of the employee** | **Position** | **Date** | **Signed** |
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**Annex 1**

to the Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions at JSC NC QazaqGaz

**Minimum standard qualification requirements for administrative positions of JSC NC QazaqGaz**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of minimum****qualification requirements**[[4]](#footnote-4) **:** | **Director of Department,** **Deputy Director of Department, Chief Accountant, Head of Service** | **Head of Sector, General Manager** | **Senior Manager** | **Manager** |
| **Work experience (in years)**  | **in the functional area/direction** | **5+** | **4+** | **3+**[[5]](#footnote-5) | [[6]](#footnote-6)**2+** |
| **in the capacity of manager** | **2+** |  | - | - |
| **Knowledge and skills** | **higher education in a field relevant to****line of action** |  |  |  |  |
| **professional certification**  |  |  |  |  |
| **English language skills** |  |  |  |  |
| **- by all means**  | **- determined on the basis of the requirements of current legislation of the Republic of Kazakhstan, international work standards applicable to the position and the functional responsibilities of the position** |  **- preferably** |

**Annex 2**

to the Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions at JSC NC QazaqGaz

Form

**Agreed:**

Supervising Head of HRRD \_\_\_\_\_\_\_\_\_\_\_\_\_ Name

 (signature)

**Application for transfer/** **recruitment**[[7]](#footnote-7)

|  |
| --- |
| 1. **General information:**
 |
| Name of vacant post and unit |  |
| Form of employment (staff/sector outstaffing) |  |
| Source of search and selection[[8]](#footnote-8) |  |
| Name of candidate  |  |
| Current position of the candidate [[9]](#footnote-9) |  |
| 1. **Information on the candidate's suitability for the vacant position:**[[10]](#footnote-10)
 |
| **Name of requirement** | **Job requirements** | **Conclusion on compliance**  |
| Education |  |  |
| Experience and seniority |  |  |
| Level of language proficiency |  |  |
| 1. **Test results:**[[11]](#footnote-11)
 |
| **Type of test: vocational and/or language test / aptitude tests** | **Set threshold** | **Actual outcome** |
|  |  |  |
| 1. **Comments/additional information:**
 |
| 1. **Proposed size of the MDO:**
 |
| Supervising manager | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*signature*) |
| Immediate supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*signature)*  |
| Recruiter  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*signature)* |

**Annex 3**

to the Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions at JSC NC QazaqGaz

Form

**Agreed:**

Supervising Head of HRRD

\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

 (signature)

**Application form for search and selection of candidates**

|  |  |
| --- | --- |
| **1. Name of vacant position:**  |  |
| **2. Name of the organizational unit:** |  |
| **2. Form of employment (staff/outstaffing sector):** |  |
| **4. Preferred term of the vacancy:** |  |
| **5. Requirements and job responsibilities:** | are defined in the attached job description |
| **6. Additional/clarifying information to search for candidates (e.g. preferred sectors/companies in which candidates work, availability of professional certification, etc.):** |
|  |
| **7. Rationale for external selection only (no potential candidates from the workforce, including pool /****other reasons):** |
|  |
| Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) Line manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)  |
| **8. Date on which the signed application is received by the Contracting Authority (HRRD):**  |
|

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (date) |  (position, name) |  (signature) |

 |

**Annex 4**

to the Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions at JSC NC QazaqGaz

Form

**Minutes No. \_\_\_\_ of the Peer Review Panel meeting (panel interview) with candidates for the vacant position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Nur-Sultan "\_\_\_" \_\_\_\_\_\_\_ 20\_\_

Attended:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Chairman of the Commission

 (full name, position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - member of the Commission

 (full name, position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - member of the Commission

 (full name, position)

**A quorum for the Commission to meet and take a decision is present.**

**Item on the agenda:**

**On the consideration and agreement of the candidate(s) for the vacant post:**

(name of vacant position, full name)

|  |  |
| --- | --- |
| For the vacant position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The following candidates are considered:**1.****2.****3.** | Following a collegial interview, taking into account the results of the assessment of the candidate(s), **it has been decided:** **1.** To recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for a vacant post 2. reject the candidate:(Name, reason for rejection) |
| Recommended size of the MDO: |  |
| Rationale: |  |

Chairman of the Commission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

 (signature)

Members of the Commission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Full name

 (signature)

Secretary of the Commission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

 (signature)

Annex 1

to protocol no. \_\_\_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peer interview (panel interview) meetings with candidates for the vacant position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AN OPINION ON THE QUALIFICATIONS OF THE FINAL CANDIDATE**

**General information**

|  |  |
| --- | --- |
| Date  |  |
| Name of candidate |  |
| Vacant position |  |
| Structural unit |  |

1. **Comparative table of required and actual candidate qualifications**

|  |  |
| --- | --- |
| **Qualification requirements for the position** | **The candidate's actual qualifications** |
| Education |  |
| Work experience |   |
| Management experience |  |

1. **Final assessment**

|  |
| --- |
| **Compliant/non-compliant (justification)** |

**Recruiter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annex 5**

to the to the Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions at JSC NC QazaqGaz

 Form

**At JSC NC QazaqGaz**

**from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (full name, contact telephone number)

**Consent to the collection, storage, processing**

**personal data and confirmation of the veracity of the data**

In accordance with the Law of the Republic of Kazakhstan No. 94-V of 21 May 2013 "On Personal Data and their Protection" and other normative legal acts of the Republic of Kazakhstan (hereinafter jointly referred to as the Law),

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, citizen of the Republic of Kazakhstan, individual identification number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, address of actual residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, address of place of registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I give unconditional consent to JSC NC QazaqGaz (the "Company") and Third Parties, i.e. to persons connected, both now and in the future, with the Company by circumstances or legal relations on collection, processing and protection of my personal data, for collection, processing, storage and transfer, by methods not contradicting the current legislation, for the purposes, regulated by this consent, and in sources, including publicly accessible ones, at the Company's discretion, in connection with the occurrence of any employment, civil and (or) other legal relations with the Company, already existing or arising in the future, my personal data, as well as future changes and (or) additions thereto, recorded on electronic, paper, audio, video and other tangible media.

The Company collects, stores, processes and transfers my personal data for the following purposes:

1. **audio and video recording of interviews:** for internal control and accounting by the Company and to monitor and confirm that the Company properly fulfill its obligations with regard to the implementation of the Company's internal documents regulating the process of searching and selecting administrative employees;
2. **personal data containing the surname, first name, patronymic, position, contact information (telephone numbers, e-mail address, etc.), portrait image (photograph):** to place the disclosed and publicly available data on the Foundation's website www. qsamruk. kz in accordance with the requirements of the current legislation of the Republic of Kazakhstan;
3. for judicial and extrajudicial protection of the Company's rights in the event of disputes, including disputes with third parties.

I confirm that:

1. this consent applies to all relations with the Company, including those already existing and (or) arising upon granting this consent within the time limits prescribed by applicable laws of the Republic of Kazakhstan, necessary for the proper performance by the Company of the rights and obligations imposed on it by the laws of the Republic of Kazakhstan;
2. The Company is hereby granted the right to determine the conditions for Third Parties' access to personal data;
3. the collection, storage, processing and transmission of personal data by the Company does not require my notification;
4. this consent may be provided to Third Parties as evidence of the Company's necessary authority to collect, store, process and transfer my personal data across borders;
5. this consent may be withdrawn in cases regulated by the laws of the Republic of Kazakhstan, on the basis of a relevant application in writing, which shall be delivered to the Company at least thirty (30) days prior to the date of withdrawal of this consent. However, I am aware that under the Law, this consent cannot be withdrawn in cases where this withdrawal would be contrary to the Law;
6. The Company has the right to collect, store, process and transfer personal data without my consent in the cases stipulated by the legislation of the Republic of Kazakhstan;
7. the information on my CV and this document is correct;
8. I am not a person who has been deprived of the right to hold any position for a certain period by a legally enforceable court decision and/or has been subjected to criminal/administrative/disciplinary liability for a corruption offence within the last 2 years;
9. I will have no further claims against the Company regarding the collection, storage, processing and cross-border transfer of my personal data, provided that the Company complies with the requirements of the Act and/or the terms of this consent.

I have read the text of this Consent and have no additions, comments or objections.

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (date) |  (FULL NAME) |  (signature) |

**Annex 6**

to the to the Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions at JSC NC QazaqGaz

Form\*.

**PERSONALLY AND CONFIDENTIALLY**

**Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!**

We are pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of JSC NC QazaqGaz.

The conditions under which you are offered this position are as follows

|  |  |
| --- | --- |
| *Place of work, working and rest time:* |  |
| *The term of the employment contract:* |  |
| *The length of the annual leave of absence:* |  |
| *The duration of the probationary period:* |  |
| *Monthly salary in tenge* *(before withholding taxes and other compulsory deductions in accordance with current RoK legislation)*  |  |
| *Social package:* |  |
| *\* Conditions, amount and procedure for payment of bonuses are determined in accordance with the internal regulatory documents of JSC NC QazaqGaz* |

If you accept this offer, please sign it and return it by hand or send a scanned copy no later than "\_\_\_" \_\_\_\_\_\_\_\_20\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

**We look forward to working with you and are sure you will be successful in your new role!**

*\* Please be advised that persons liable for military service and conscripts (under 27 years of age) who are not registered for military service will be hired only after being registered for military service in Nur-Sultan (Local Military Authorities). Employment will be processed only upon presentation of a military ID card, a temporary certificate/priority certificate for conscripts with military registration in Nur-Sultan.*

**Respectfully,**

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ Supervising Head of HRRD*

 *(position, full name) (signature)*

**Motion accepted:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(name of candidate) (signature) date of appointment)*

*\*issuing a job offer to the final candidate is optional in accordance with the requirements of current legislation.*

**Annex 7**

to the to the Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions at JSC NC QazaqGaz

**AGREEMENT**

**on non-disclosure of confidential information**

**at JSC NC QazaqGaz**

"\_\_"\_\_\_\_\_\_\_\_\_\_\_20\_\_\_y.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(surname, first name, patronymic and IIN)

being a candidate for a vacant position in JSC NC QazaqGaz (hereinafter referred to as the Company), during the period of competitive procedures and within 5 (five) years after its completion, I undertake

1. not to disclose information classified as confidential by the Company, entrusted to me and disclosed in the course of competitive procedures in the Company, the disclosure (transfer, leak) of which would lead to financial losses and damage to the image of the Company;

2. to strictly comply with the requirements of applicable laws of the Republic of Kazakhstan and internal documents of the Company regarding the secrecy both inside and outside of the Company;

3. if unauthorized persons attempt to obtain information relating to confidential information of the Company from me, immediately inform the employee in charge of the department.

 I am notified that in the event of a breach of this Agreement I will be liable (a) to pay damages incurred by the Company as a result of my failure to comply with the requirements of this Agreement.

I read and understood \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature) (initials, surname)

1. Applies where there are specific language requirements in the job description. [↑](#footnote-ref-1)
2. The test results are valid for 6 months from the date the candidate takes them. [↑](#footnote-ref-2)
3. Adaptation meetings for new employees are organized by the HR and Workplace Relations Department to familiarize them with the corporate culture, work Rules and other specifics of working at the Company. [↑](#footnote-ref-3)
4. Minimum competence requirements for employees are set out in the Company's Rules for Recruitment and Selection of Candidates for Administrative and Managerial Positions. [↑](#footnote-ref-4)
5. Minimum requirements for functional area experience for senior accountants: 3+ years in international audit firms/organizations or 5+ years in other organizations/companies. [↑](#footnote-ref-5)
6. The minimum experience requirement for accountants is 2+ years in international audit firms/organizations or 3+ years in other organizations/companies. [↑](#footnote-ref-6)
7. **The application for admission/reassignment is generated by the recruiter. The title must state:**

	1. "transfer request" - to approve the transfer of a full-time employee to a full-time position;
	2. "Request for recruitment" - to agree the recruitment of an outstaffing employee to a staff position and vice versa, the recruitment of an external candidate to a staff/outstaffing position. [↑](#footnote-ref-7)
8. **The source of the search and selection must be specified:**

	1. succession plan (successors);
	2. talent pool (except for successors);
	3. employees of the department/structural unit where the vacancy has arisen;
	4. internal candidates (with the exception of candidates under (1), (2), (3));
	5. pool of performers;
	6. external candidates (with the exception of candidates under (5), (6), (7)). [↑](#footnote-ref-8)
9. **To be completed when considering an in-house/outstaff candidate.** [↑](#footnote-ref-9)
10. **To be filled in for external selection, for internal selection as required.** [↑](#footnote-ref-10)
11. **To be filled in when results are available in accordance with the requirements of the present Rules**. [↑](#footnote-ref-11)