

On approval of the Rules for inclusion in the personnel reserve of the Ministry of Foreign Affairs of the Republic of Kazakhstan

Unofficial translation

Order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated February 16, 2016 № 11-1-2/53. Registered with the Ministry of Justice of the Republic of Kazakhstan on March 15, 2016 № 13475.

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In accordance with paragraph 1 of Article 9-1 of the Law of the Republic of Kazakhstan "On the Diplomatic Service of the Republic of Kazakhstan" and subparagraph 155) of paragraph 15 of the Regulation on the Ministry of Foreign Affairs of the Republic of Kazakhstan, approved by the Resolution of the Government of the Republic of Kazakhstan dated October 28, 2004 № 1118, **I hereby ORDER:**

Footnote. Preamble - as amended by the order of the Acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 17.03.2025 № 11-1-4/145 (effective ten calendar days after the date of its first official publication).

1. To approve the attached Rules for inclusion in the personnel reserve of the Ministry of Foreign Affairs of the Republic of Kazakhstan.

2. The Personnel Department of the Ministry of Foreign Affairs of the Republic of Kazakhstan shall:

1) ensure in accordance with the procedure established by the legislation, the state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, send the copy of it in print and electronic form for official publication in periodical print publications and in the information and legal system "Adilet";

3) within five working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, send its copy in print and electronic form to the Republican State Enterprise with the Right of Economic Management "Republican Center of Legal Information of the Ministry of Justice of the Republic of Kazakhstan" for inclusion in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

4) place this order on the official Internet resource of the Ministry of Foreign Affairs of the Republic of Kazakhstan and on the intranet portal of state bodies.

3. Control over the execution of this order shall be entrusted to Executive Secretary of the Ministry of Foreign Affairs of the Republic of Kazakhstan A.B.Karashev

4. To recognize as invalid the order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated April 2, 2002 № 242 "On approval of the Provision on the reserve of the Ministry of Foreign Affairs of the Republic of Kazakhstan" (registered in the Register of the state registration of regulatory legal acts № 1895, published in the Bulletin of regulatory legal acts of the central executive and other state bodies of the Republic of Kazakhstan, Article 668 , 2002 № 33).

5. This order shall be enforced upon expiry of ten calendar days after the date of its first official publication.

*Minister of Foreign Affairs
of the Republic of Kazakhstan*

E. Idrissov

Approved
by order № 11-1-2/53
of Minister of Foreign Affairs
of the Republic of Kazakhstan
dated February 16, 2016

Rules for inclusion in the personnel reserve of the Ministry of Foreign Affairs of the Republic of Kazakhstan

Footnote. Rules in the wording of the order of the Minister of Foreign Affairs of the RK dated 08.09.2017 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Chapter 1. General provisions

1. These Rules for inclusion in the personnel reserve of the Ministry of Foreign Affairs of the Republic of Kazakhstan (hereinafter referred to as the Rules) shall define the procedure for inclusion in the personnel reserve of the Ministry of Foreign Affairs of the Republic of Kazakhstan.

2. Following basic concepts shall be used in these Rules:

1) personnel reserve of the Ministry of Foreign Affairs (hereinafter referred to as personnel reserve) - a systematic list of persons who previously held positions of diplomatic service personnel, applying for vacant or temporarily vacant positions in the bodies of the diplomatic service of the Republic of Kazakhstan (hereinafter referred to as the bodies of the diplomatic service);

2) The Commission on personnel reserve - a commission created by the decision of the Minister of Foreign Affairs of the Republic of Kazakhstan (hereinafter referred to as the Minister), which shall consider the issues of inclusion of diplomatic service personnel in the personnel reserve;

3) applicant - a person who has submitted an application for inclusion in the personnel reserve according to the form according to the Annex to these Rules (hereinafter referred to as the application);

4) the reserve - a person included in the personnel reserve.

Chapter 2. Procedure for inclusion in the personnel reserve

3. The personnel reserve shall include diplomatic service personnel who have separated from the diplomatic service, subject to the following requirements:

1) having a period of service in the diplomatic service for at least 3 years, including in the structural subdivisions of the Ministry of Foreign Affairs of the Republic of Kazakhstan (hereinafter referred to as the Ministry) for at least 1 year;

2) availability of an activity assessment with the meaning "effective" or "excellent" for the last year of administrative state service in the Ministry.

4. The personnel reserve shall also include:

1) personnel of the diplomatic service upon completion of professional training, scientific development of relevant international issues in higher educational institutions, scientific institutions of the Republic of Kazakhstan or other countries in accordance with Article 17 of the Law of the Republic of Kazakhstan dated March 7, 2002 "On Diplomatic Service of the Republic of Kazakhstan" (hereinafter referred to as the Law);

2) personnel of the diplomatic service who returned to the Republic of Kazakhstan following the completion of the period of continuous work in the foreign establishment of the Republic of Kazakhstan and refused to be appointed to the proposed position (positions);

3) personnel of the diplomatic service who returned to the Republic of Kazakhstan following the completion of the period of continuous work in a foreign institution of the Republic of Kazakhstan and did not submit to the Personnel Management Service (Personnel Service) of the Ministry (hereinafter referred to as the Personnel Management Service) a notification of return to the Republic of Kazakhstan within the time limits established by paragraph 10 Rules for the rotation of personnel of the diplomatic service of the Republic of Kazakhstan, approved by order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated August 17, 2020 № 11-1-4 / 227 (registered in the Register of State Registration of Normative Legal Acts under № 21109) (hereinafter - the Rules for the Rotation of Foreign Service Personnel).

The persons specified in subparagraph 2) of this paragraph are included in the personnel reserve after three months from the date of submission of a notice of return to the Republic of Kazakhstan.

The persons specified in subparagraph 3) of this paragraph are included in the personnel reserve after one month from the date of return to the Republic of Kazakhstan.

Footnote. Paragraph 4 - as amended by the order of the Acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

5. Persons, who cannot be recruited into state service in accordance with Article 16 of the Law of the Republic of Kazakhstan dated November 23, 2015 "On state service of the

Republic of Kazakhstan”, as well as persons seconded to foreign institutions of the Republic of Kazakhstan in accordance with Article 15-2 of the Law, shall not be included in the personnel reserve.

6. The personnel of the diplomatic service, specified in paragraph 3 and subparagraph 1) of paragraph 4 of these Rules, for inclusion in the personnel reserve within one month from the date of the adoption of the order on dismissal from office in the diplomatic service or completion of professional training, scientific development of topical international problems in higher educational institutions, scientific institutions of the Republic of Kazakhstan or other countries shall submit an application to the Personnel Management Service.

The date of acceptance of applications is recorded by the Personnel Management Service in the register of applications for inclusion in the personnel reserve (in any form).

The requirements of this paragraph shall not apply to the personnel of the diplomatic service specified in subparagraphs 2) and 3) of paragraph 4 of these Rules.

Footnote. Paragraph 6 - as amended by the order of the Acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

7. The Personnel Management Service submits the following documents for consideration by the Personnel Reserve Commission (hereinafter referred to as the Commission):

1) with respect to the applicants, referred to in paragraph 3 of these Rules:

application;

the results of the evaluation of the last year of the administrative state service in the Ministry;

service records;

2) with respect to the applicants referred to in subparagraph 1) of paragraph 4 of these Rules:

application;

a relevant document confirming the completion of professional training, scientific development of relevant international issues in higher educational institutions, scientific institutions of the Republic of Kazakhstan or other countries;

service records;

3) with respect to the applicants referred to in subparagraphs 2) and 3) of paragraph 4 of these Rules:

representation of the Personnel Management Service in any form;

the results of the evaluation of the last year of the administrative state service in the Ministry;

service records.

Footnote. Paragraph 7 - as amended by the order of the Acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 16.07.2021 № 11-1-4/291 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

8. Commission shall be created on the basis of the decision of the Minister; its composition shall include officials of structural subdivisions of the Ministry not lower than category C-1.

The Commission shall consist of an odd number of members of at least 5 persons. The Chairman of the Commission is determined by the Minister from among its members. The Commission includes a secretary from among the employees of the Personnel Management Service, who is not a member of the Commission.

Footnote. Paragraph 8 - as amended by the order of the Acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 30.03.2021 № 11-1-4/112 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

9. A meeting of the Commission shall be recognized to be valid if at least two thirds of its membership were present.

10. Meetings of the Commission shall be held at least once a quarter. The period of consideration of applications shall not exceed 2 months.

In the absence of applications, no meetings of the Commission shall be held.

11. The Commission shall, at its meeting, review the documents relating to applicants for eligibility to be included in the personnel reserve provided for in these Rules.

12. On the basis of the examination of the applications received, the Commission shall take one of the following decisions to:

- 1) recommend inclusion in the personnel reserve;
- 2) recommend to refuse to be included in the personnel reserve due to non-compliance.

The decision of the Commission shall be formalized by a protocol (in an arbitrary form) signed by the Chairman, members and Secretary of the Commission.

13. In the event of a recommendation by the Commission on inclusion in the personnel reserve the Human Resources Service shall no later than 1 (one) working day from the date of the Commission meeting execute the draft order of the Minister on inclusion in the personnel reserve, and also the minutes of the Commission and the documents specified in paragraphs 6 and 7 of these Rules, and send them to the Minister for decision making.

In the event of a recommendation by the Commission on rejecting the inclusion in the personnel reserve the Human Resources Service shall notify the applicant of the preliminary decision on rejecting the inclusion in the personnel reserve, the time, date, place and method of conducting a hearing to give the applicant an opportunity to express a position on the preliminary decision.

Notification of the hearing shall be sent to the applicant no less than 3 (three) working days before the Minister makes a decision on the personnel reserve.

Upon the hearing results the Human Resources Service shall, no later than 5 (five) working days execute the draft order of the Minister on inclusion or rejected inclusion in the personnel reserve, the minutes of the hearing and the documents specified in paragraphs 6 and 7 of these Rules, and send them to the Minister for decision making.

Footnote. Paragraph 13 as amended by the order of the Acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 17.03.2025 № 11-1-4/145 (effective ten calendar days after the date of its first official publication).

14. The Minister shall issue an order with one of the following decisions within 3 (three) working days from the date of receipt of the documents from the Human Resources Service:

- 1) on inclusion in the personnel reserve;
- 2) on rejecting the inclusion in the personnel reserve.

Footnote. Paragraph 14 as amended by the order of the Acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 17.03.2025 № 11-1-4/145 (effective ten calendar days after the date of its first official publication).

15. With regard to applicants provided for in paragraph 4 of these Rules, the Minister shall issue an order for inclusion in the personnel reserve on the basis of applications and records submitted by the Personnel Management Service.

16. Applicants shall be notified of the Minister's decision within 2 working days from the date of its adoption by publishing the list of persons included in the personnel reserve on the Ministry's website.

Applicants who have been refused to be included in the personnel reserve shall be sent notifications with reasoned replies about refusal to be included in the personnel reserve to e-mail addresses specified in the applications, within 5 working days from the date of adoption of the Minister's order.

Chapter 3. Terms of stay and procedure for removal from the personnel reserve

17. The term of stay of reserves in the personnel reserve shall be 5 years from the date of adoption of the order of the Minister on inclusion in the personnel reserve.

18. Removal of reserves from the personnel reserve shall be performed within 1 working day after:

- 1) submission of an application by the reserve for exclusion from the personnel reserve in an arbitrary form;
- (2) the expiry of the period provided for in paragraph 17 of these Rules;
- 3) adoption of the order for appointment to the diplomatic service bodies.

A personnel member of the Personnel Management Service shall exclude from the personnel reserve.

Annex
to Rules for inclusion
in personnel reserve
of the Ministry of Foreign Affairs
of the Republic of Kazakhstan

Form

to the Minister of Foreign Affairs

of the Republic of Kazakhstan

from

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

Application

I hereby ask you to include me in the personnel reserve of the Ministry of Foreign Affairs of the Republic of Kazakhstan.

With the basic requirements of the Rules for inclusion in the personnel reserve of the Ministry of Foreign Affairs of the Republic of Kazakhstan,

Approved by the order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated February 16

2016 № 11-1-2/53, familiarized.

Address, contact number and email address: _____

The basis (necessary to note):

1. Dismissal in the diplomatic service of the Republic of Kazakhstan (“___” order _____ 20__ №_____);

2. Completion of training, scientific development of relevant international issues in institutions of higher education and scientific institutions of the Republic of Kazakhstan or other countries (completion date: _____).

"___" _____ 20__ _____ Signature