

## On approval of the Rules of temporary appointment to vacant military posts of lower-level military personnel or citizens

### *Unofficial translation*

Order of the Minister of Defense of the Republic of Kazakhstan of December 22, 2017 № 751 . Registered with the Ministry of Justice of the Republic of Kazakhstan on January 9, 2018 № 16189.

### Unofficial translation

Footnote. The heading in the wording of the order of the Minister of Defense of the RK dated 22.12.2022 № 1247 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

In accordance with paragraph 50 of the Rules of Military Service in the Armed Forces, Other Troops and Military Units of the Republic of Kazakhstan, approved by Decree № 124 of the President of the Republic of Kazakhstan dated May 25, 2006 **I hereby ORDER:**

1. To approve the attached Rules of temporary appointment to vacant military posts of lower-level military personnel or citizens.

Footnote. Paragraph 1 in the wording of the order of the Minister of Defense of the RK dated 22.12.2022 № 1247 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

2. The Personnel Department of the Ministry of Defense of the Republic of Kazakhstan in the procedure established by the legislation of the Republic of Kazakhstan, shall:

1) ensure state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days from the date of state registration of this order, send its copy on paper and electronic form both in the Kazakh and Russian languages to the Republican State Enterprise on the Right of Economic Management "Republican Center of Legal Information" for official publication and inclusion into the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) place this order on the Internet resource of the Ministry of Defense of the Republic of Kazakhstan after its official publication;

4) send the information on implementation of measures provided for in subparagraphs 1), 2) and 3) of this paragraph to the Legal department of the Ministry of Defense of the Republic of Kazakhstan within ten calendar days from the date of state registration.

3. Control over the execution of this order shall be entrusted to the deputy Minister of Defense of the Republic of Kazakhstan, Lieutenant-General T.S. Mukhtarov.

4. To bring this order to the officials in the part, relating to them.

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

*Minister of Defense of the  
Republic of Kazakhstan  
Colonel- General*

*S. Zhassuzakov*

Approved  
by order № 751 of the  
Minister of Defense of the  
Republic of Kazakhstan  
dated December 22, 2017

## **Rules of temporary appointment to vacant military posts of lower-level military personnel or citizens**

**Footnote.** The Rules in the wording of the order of the Minister of Defense of the RK dated 22.12.2022 № 1247 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

### **Chapter 1. General provisions**

1. These Rules of temporary appointment to vacant military posts of lower-level military personnel or citizens (hereinafter referred to as the Rules) developed in accordance with the Rules for doing military service in the Armed Forces, other troops and military formations of the Republic of Kazakhstan, approved by Decree of the President of the Republic of Kazakhstan dated May 25, 2006 № 124 and shall determine the procedure for temporary appointment to vacant military posts of lower-level military personnel or citizens.

### **Chapter 2. Procedure for temporary appointment to vacant military posts of lower-level military personnel or citizens**

2. Temporary appointment to the post shall be made by the personnel order of an official from the list of officials.

3. Lower-ranking military servicemen shall be temporarily appointed, with the exception of the directorates of the Commanders-in-Chief of the Armed Forces, Commanders of the Special Operations Forces, troops of regional commands and branches of the armed forces, to vacant military positions of officers not exceeding the staff position category of "major" in the presence of at least three years of continuous military service, higher education, completed basic officer training course, provided that they will not have officers subordinate to them.

The requirement of completing basic officer training course does not apply to servicemen with an education corresponding to the military specialization of the military position in question, as well as those with an education that does not correspond to the military specialization of the military position, but who have at least three years of experience in the

military specialization of the military position in question and military police servicemen who have undergone special initial training in accordance with paragraph 2 of Article 13 of the Law of the Republic of Kazakhstan "On Military Police Bodies".

The basic officer training programs shall be developed by the National Defense University of the Republic of Kazakhstan, approved by the First Deputy Minister of Defense - Chief of the General Staff of the Armed Forces of the Republic of Kazakhstan and shall be conducted at military educational institutions implementing educational programs of higher education, subordinate to the Ministry of Defense of the Republic of Kazakhstan.

Continuous military service record of at least three years is not required when appointing to medical positions and positions in "information systems and cybersecurity (IT specialists)", "mathematical and computer modeling", "space engineering and technology", "methods and system of information protection (cryptography)", "journalism (PR and SMM specialists)", as well as the Sports Committee of the Ministry of Defense of the Republic of Kazakhstan - the Central Sports Club when appointing athletes - prize-winners of Olympic Games, world championships, Asian championships and international competitions in combat sports.

**Footnote. Paragraph 3 - as amended by the order of the Minister of Defense of the Republic of Kazakhstan dated 04.04.2024 № 317 (effective ten calendar days after the date of its first official publication).**

4. Citizens with a higher education in the specialty corresponding to the military registration specialty shall be appointed to vacant military positions of officers, provided that they have no military personnel under their command, with the exception of structural units of the Ministry of Defense, the General Staff, the main departments of the Armed Forces of the Republic of Kazakhstan and centers of the Ministry of Defense and the Armed Forces of the Republic of Kazakhstan.

Citizens who have the education required for the position (basic secondary education, secondary education (general secondary education, technical and vocational education) and post-secondary education and work experience in the specialty) shall be temporarily appointed to vacant military positions of privates and sergeants.

5. When recommending citizens for temporary appointment to vacant positions of officers, the relevant commander (chief) shall send a report with a list of documents submitted for temporary appointment to vacant positions (hereinafter referred to as the List of Documents), in accordance with the appendix to these Rules.

6. Temporary appointment of citizens to the positions of privates and sergeants shall be carried out after they submit the List of documents to the recruitment body of the military unit (institution).

7. Citizens temporarily appointed to military positions, within three working days from the date of issuance of the order, shall conclude an employment contract.

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posts of lower-level  
military personnel or citizens

**List of documents, submitted in case of temporary appointment to vacant positions**

1. A copy of the identity document of a citizen of the Republic of Kazakhstan;
2. Copies of the diploma of education with annexes, certified by the personnel service (in the absence of a notarized one);
3. A copy of the work book (in the presence of seniority), certified by the personnel service (in the absence of a notarized one);
4. Certificate of acceptance of the Declaration on individual income tax and property;
5. Certificate of the presence or absence of a criminal record;
6. Document on the passage of a preliminary medical examination;
7. Resume.