

On approval of the List of senior positions being replaced on a competitive basis, and the Rules for conduct of a competition for higher senior positions in the system of prosecution authorities of the Republic of Kazakhstan

Unofficial translation

Order of the General Prosecutor of the Republic of Kazakhstan dated September 25, 2018 No. 118. Registered in the Ministry of Justice of the Republic of Kazakhstan on September 28, 2018 No. 17447.

Unofficial translation

In accordance with paragraph 1-1 of Article 33 of the Law of the Republic of Kazakhstan dated January 6, 2011 "On law enforcement service", **I ORDER:**

1. To approve:

1) The list of senior positions, being replaced on a competitive basis, of the system of prosecution authorities of the Republic of Kazakhstan, in accordance with Annex 1 to this order;

2) Competition rules for the higher senior positions of the system of prosecution authorities of the Republic of Kazakhstan in accordance with Annex 2 to this order.

2. Personnel development Department of the General Prosecutor's Office of the Republic of Kazakhstan to ensure:

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

2) within ten calendar days from the date of the state registration of this order, to send a copy in the Kazakh and Russian languages to the Republican state enterprise on the basis of the right of economic management "Republican Center for Legal Information" of the Ministry of Justice of the Republic of Kazakhstan for official publication and inclusion into the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan;

3) the placement of this order on the official Internet resource of the General Prosecutor's Office of the Republic of Kazakhstan.

3. Personnel development Department of the General Prosecutor's Office of the Republic of Kazakhstan shall be authorized to oversee the implementation of this order.

4. This order shall come into force on the day of its first official publication.

*Prosecutor General of the
Republic of Kazakhstan*

K. Kozhamzharov

Annex 1
to the order of the Prosecutor
General of the
Republic of Kazakhstan
dated September 25, 2018, № 118

The List of senior positions being replaced on a competitive basis, of the system of prosecution authorities of the Republic of Kazakhstan

1. District and equal to it, the municipal, inter-district, as well as a specialized prosecutor (military, environmental, transport, prosecutor of special objects).

2. A head of the prosecutor's office of the region and the prosecutor's office equated to it (the prosecutor's offices of cities of republican significance and the capital of the Republic of Kazakhstan, the main military and transport prosecutor's offices).

Annex 2
to the order of the Prosecutor
General of the
Republic of Kazakhstan
dated September 25, 2018, № 118

The Rules for the conduct of a competition for higher senior positions of the system of prosecution authorities of the Republic of Kazakhstan

Chapter 1. General provisions

1. These Rules for the conduct of a competition for the higher senior positions of the system of prosecution authorities of the Republic of Kazakhstan (hereinafter referred to as the Rules) shall determine the procedure for the conduct of the competition for the higher senior positions of the system of the prosecution authorities of the Republic of Kazakhstan (hereinafter referred to as the Competition).

2. The competition shall be held for vacant positions in accordance with the List of senior positions, being replaced on a competitive basis, of the system of prosecution authorities of the Republic of Kazakhstan (hereinafter referred to as the prosecution authorities).

The competition shall be announced within one month from the date of formation of the vacancy.

3. The competition for the position of a district and equivalent to it municipal, inter-district, as well as a specialized prosecutor (military, environmental, transport, prosecutor of special objects) shall be conducted by the General Prosecutor's Office of the Republic of Kazakhstan (hereinafter referred to as the Prosecutor General's Office), for the position of a head of the regional prosecutor's office and the prosecutor's office equivalent to it (prosecutor's offices of cities of republican significance and the capital of the Republic of Kazakhstan, the main military and transport prosecutor's offices) – the prosecutor's office of the region and the prosecutor's office equivalent to it (the prosecutor's offices of cities of republican significance and the capital of the Republic of Kazakhstan, the main military and transport prosecutor's offices) (hereinafter - the prosecutor's office of the region).

4. The competition shall consist of the following types:

1) an internal competition among employees of the prosecution authorities (hereinafter - the internal competition);

2) an interdepartmental competition among employees of other law enforcement agencies (hereinafter referred to as an interdepartmental competition).

In the absence of candidates who have received a positive opinion from the competition commission at the internal competition, an interdepartmental competition shall be held.

5. The main criteria for selecting candidates for vacant senior management positions are the compliance with the Qualification Requirements for the categories of positions of employees of the Prosecutor General's Office of the Republic of Kazakhstan, approved by the Order of the Prosecutor General of the Republic of Kazakhstan dated August 28, 2013 № 90 (registered in the Register of State Registration of Regulatory Legal Acts № 8780) (hereinafter referred to as the Qualification Requirements), impeccable reputation and performance results

Footnote. Paragraph 5 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

6. Competitive selection for a senior management position is carried out by reviewing candidates for compliance with established Qualification requirements, studying the competitiveness index (digital rating), passing a polygraph examination, conducting a psychological and sociological study of an employee, testing knowledge of the current legislation of the Republic of Kazakhstan (hereinafter referred to as computer testing), and interviewing.

Footnote. Paragraph 6 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

Chapter 2. Procedure and conditions of an internal competition

7. The announcement of an internal competition shall be published on the Internet - resource of the prosecutor's office that announced the competition.

8. An internal competition shall be held among the employees of the prosecution authorities who meet the qualification requirements for the announced position.

9. An application for participation in the internal competition shall be submitted to the personnel service of the prosecutor's office that announced the competition, not later than five working days from the date of publication of the announcement, according to the form in Annex 1 to these Rules.

10. The application shall be accompanied by a certificate of performance reflecting the main performance indicators and real achievements, signed by the immediate supervisor, and a letter of recommendation from the official (hereinafter referred to as the letter of recommendation) in accordance with Appendix 2 to these Rules.

Letters of recommendation for employees of the Prosecutor General's Office are signed by the heads of structural divisions of the Prosecutor General's Office or their deputies, for

employees of regional prosecutor's offices and equivalent prosecutor's offices (cities of republican significance and the capital), the main military and transport Prosecutor's offices, the Academy of Law Enforcement Agencies at the Prosecutor General's Office, the Committee on Legal Statistics and Special Accounts of the Prosecutor General's Office, the Committee on Asset Recovery of the General Prosecutor's Office – by the heads of prosecutor's offices or their deputies, for employees of territorial and equivalent bodies of the Committee on Legal Statistics and Special Accounts of the Prosecutor General's Office – by the heads of territorial and equivalent bodies of the Committee on Legal Statistics and Special Accounts of the Prosecutor General's Office or their deputies.

Footnote. Paragraph 10 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

11. In the case of submission of an incomplete package of documents, specified in paragraph 10 of these Rules, as well as with violation of the period, stipulated by paragraph 9 of these Rules, the personnel service shall reject the application of the candidate to participate in the competition.

12. The personnel service of the relevant prosecutor's office shall examine the candidates for compliance with the qualification requirements for an announced position, as well as their professional, business and personal qualities.

13. If the candidate meets the Qualification requirements for the announced position, the candidate is sent to undergo computer testing, polygraphic and psychological-sociological research.

The procedure for passing a polygraph examination is determined by the Decree of the Government of the Republic of Kazakhstan dated June 19, 2014 № 683 "On approval of the Rules for passing a polygraph examination in law enforcement agencies, civil protection agencies, and the State Courier Service of the Republic of Kazakhstan."

The procedure for conducting a psychological and sociological study was approved by joint order of the Prosecutor General of the Republic of Kazakhstan dated March 27, 2025 № 39 dsp, Chairman of the Agency of the Republic of Kazakhstan for Combating Corruption (Anti-Corruption Service) dated March 19, 2025 № 8 dsp, Chairman of the Agency of the Republic of Kazakhstan for Financial Monitoring dated March 20, 2025 № 82-nk dsp, the Minister of Internal Affairs of the Republic of Kazakhstan dated March 18, 2025 № 42 dsp and the Minister of Emergency Situations of the Republic of Kazakhstan dated March 26, 2025 № 10 dsp "On approval of the procedure and methods of conducting psychological and sociological research".

Footnote. Paragraph 13 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

14. In order to obtain complete and objective information about candidates, the lists for verification are sent to the Prosecutor's office's own security service.

Footnote. Paragraph 14 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

15. Based on the results of the examination of candidates, the Prosecutor's Office's own security service sends the relevant information to the HR department no later than five working days before the interview.

Footnote. Paragraph 15 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

16. Materials on candidates (track record, certificate of performance, letter of recommendation, results of computer testing and polygraph examination, competitiveness indicator (digital rating), as well as the conclusion based on the results of psychological and sociological research conducted) are sent to the commission no later than three working days before the interview.

Footnote. Paragraph 16 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

17. The candidate shall be notified of the date and time of the interview not later than three working days before it.

Chapter 3. Procedure and conditions for an interdepartmental competition among employees of other law enforcement agencies

18. Employees of other law enforcement agencies shall take part in an inter-departmental competition, subject to compliance with the qualification requirements for the position announced.

19. An application for participation in an interdepartmental competition shall be submitted to the personnel service of the prosecutor's office that announced the competition, not later than ten working days from the date of publication of the announcement, according to the form in Annex 3 to these Rules.

20. The application shall be accompanied by a track record certified by the HR service of the law enforcement agency, a certificate of performance reflecting the main performance indicators and real achievements, an indicator of competitiveness (digital rating) and a letter of recommendation, in accordance with Annex 4 to these Rules, signed by the immediate supervisor.

Footnote. Paragraph 20 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

21. In the case of submission of an incomplete package of documents, specified in paragraph 20 of these Rules, as well as with violation of the period, provided for by paragraph 19 of these Rules, the personnel service shall reject the application of the candidate to participate in the competition.

22. The personnel service of the relevant prosecutor's office shall examine the candidates for compliance with the qualification requirements for an announced position, as well as their business and personal qualities.

23. If the candidate meets the Qualification Requirements for the announced position, the candidate is sent to undergo polygraph and psychological and sociological research at the law enforcement agency in which he directly serves.

The personnel service of the prosecutor's office sends a request to the relevant law enforcement agency for the provision of a conclusion of polygraphic and psychological-sociological research.

To determine the level of knowledge of the legislation of the Republic of Kazakhstan, the candidate is sent for computer testing.

Footnote. Paragraph 23 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

24. In order to obtain complete and objective information about the person, the lists of candidates are sent to the Prosecutor's office's own security service for verification, and, if necessary, information is requested from the law enforcement agency at the candidate's place of work.

Footnote. Paragraph 24 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

25. Based on the results of the examination of candidates, the Prosecutor's Office's own security service sends the relevant information to the HR department no later than five working days before the interview.

Footnote. Paragraph 25 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

26. Materials on candidates (track record, certificate of performance, letter of recommendation, results of computer testing and polygraph examination, competitiveness indicator (digital rating), as well as the conclusion based on the results of psychological and sociological research conducted) are sent to the commission no later than three working days before the interview.

Footnote. Paragraph 26 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

27. The candidate shall be notified of the date and time of the interview not later than three working days before it.

Chapter 4. Organization of computer testing

28. Candidates are tested by the Prosecutor General's Office in the testing room of the Prosecutor General's Office or in the regional Prosecutor's Office online on an information system designed for computer testing in Kazakh or Russian.

The testing process is carried out by using videoconferencing with audio - video logging over secure communication channels of the Unified Transport Environment of the Prosecutor's Office.

Footnote. Paragraph 28 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

29. The candidate shall be tested by the computer testing Program for knowledge of the legislation of the Republic of Kazakhstan, in accordance with Annex 5 to these Rules.

30. Candidates who have an identity document of a citizen of the Republic of Kazakhstan with an individual identification number shall be allowed to pass the test.

31. Prior to testing, the representative of the personnel service shall conduct a briefing on the procedure for testing, if any questions arise, he makes relevant explanations.

32. A candidate who has an unsatisfactory state of health at the time of testing shall inform the representative of the personnel service before the start of testing. In this case, the testing of such a candidate shall be carried out at another time during this day or on another day.

33. During the testing, the candidates shall not be allowed to leave the test room, talk with other candidates, exchange materials, use receiving, transmitting electronic devices (including cell phones, PDAs and other electronic equipment), paper media.

34. In case of violation of the requirements of paragraph 33 of these Rules, the representative of the personnel service shall stop the testing, remove the candidates who committed the violation from the testing room and draw up the corresponding act in any form. The test results of the candidate shall be canceled.

35. Time to complete the test shall be 90 minutes (120 questions).

When the time, allotted for the tests, ends, the program automatically closes.

36. The test thresholds shall be at least 70% of the correct answers from the total number of questions.

37. Counting the correct answers of testing shall be carried out automatically using a computer program.

38. After completion of testing, the candidates shall receive the test results with an indication of their last name, first name and patronymic (if any), date, time spent, number of correct answers.

39. Test results shall be valid for one year from the date of testing.

Chapter 5. The interview procedure

40. Interviews with candidates shall be conducted by a commission of the prosecutor's office, the composition of which is approved by its head.

41. The commission includes heads of departments of the prosecutor's office, representatives of the internal security service, personnel service and other employees.

The secretary of the commission is a representative of the HR service of the prosecutor's office, who provides organizational support for its work and does not participate in voting.

Psychologists, experts who are not employees and workers of the prosecutor's office, who have experience in certain specialties, including in the scientific field, as well as specialists in personnel selection and promotion, may be invited to participate in the work of the commission, their opinion is advisory.

Footnote. Paragraph 41 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

42. The commission should include at least five members.

43. A meeting of a commission shall be deemed valid if it is attended by at least two thirds of the total number of members of the commission.

44. Candidates who meet the Qualification Requirements for the announced position, have positive computer test results, and have passed polygraph and psychological and sociological research are allowed to be interviewed.

Positive results of computer testing are defined as results whose value is not lower than that specified in paragraph 36 of these Rules.

Footnote. Paragraph 44 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

45. Candidates admitted to the interview, shall pass it at the prosecutor's office, which announced the competition, in accordance with the schedule posted on its Internet resource.

The interview can be conducted online through video conferencing with audio - video logging over the secured communication channels of the Unified transport environment of the prosecution authorities.

46. Following the results of the interview, the commission shall take one of the following decisions:

- 1) to recommend for appointment to the announced vacant position;
- 2) to refuse to appoint to the announced vacant position.

47. An interview with candidates is recorded in the form of a protocol and recorded using technical means of recording (audio and/or video), the candidates are informed about it at the beginning of the interview.

Footnote. Paragraph 47 is amended by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

48. The minutes of the interview with the candidate shall be signed by the chairman, members of the commission.

A note shall be made in the minutes of the commission meeting about the use of recording equipment by the commission.

49. The materials, recorded during the interview with the help of technical means of recording shall be stored in the personnel service of the prosecutor's office for at least one year after the end of the competition.

50. A candidate shall receive a positive opinion of the commission if a majority of those present from the commission vote for him.

In case of equality of votes in voting, the vote of the chairman of the commission shall be decisive.

51. The personnel service of the prosecutor's office shall notify the candidates of the decision taken by the commission within three working days from the date of its meeting.

52. Excluded by the Order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (effective ten calendar days after the date of its first official publication).

53. Excluded by the order of the Prosecutor General of the Republic of Kazakhstan dated 02.05.2025 № 1 (shall come into effect upon expiry of ten calendar days after the date of its first official publication).

Chapter 6. Final provisions

54. The decision of the commission may be appealed in a higher prosecution authority (superior official) or in a court.

Annex 1
to the Rules for the conduct of a
competition for higher senior
positions of the system of
prosecution authorities of the
Republic of Kazakhstan
Form

Application for participation in an internal competition

Please allow me to participate in an internal competition for a vacant position.

_. (Name of the position)

I am familiar (I agree) with the conditions and the procedure of an internal competition for a vacant position in the prosecution authorities of the Republic of Kazakhstan, agree and undertake to comply with them.

The application is attached with the following documents.

1. _____
2. _____
3. _____

I confirm the authenticity of the submitted documents.

Signature
(last name, first name, patronymic
(if available))
" ____ " _____ 20 ____

Contact phone / Email

Annex 2
to the Rules for the conduct of a
competition for higher senior
positions of the system of
prosecution authorities of the
Republic of Kazakhstan

A letter of recommendation to the candidate for participation in an internal competition

To participate in an internal competition for the announced vacancy

____ (Name of the position)

I recommend _____

____ (Last name, first name, patronymic (if any) of the candidate, name of the position)

The candidate has such qualities as

(Professional, business and personal qualities of the candidate; examples, confirming that
the
candidate has the listed qualities)

Additional information:

Position signature Last name, first name, patronymic (if any) of the recommender

Annex 3
to the Rules for the conduct of a
competition for higher senior
positions of the system of
prosecution authorities of the
Republic of Kazakhstan
Form

Application for participation in an inter-departmental competition

Please allow me to participate in an interdepartmental competition for a vacant position.

(Name of the position)

I am familiar (I agree) with the conditions and the procedure of an inter-departmental competition for a vacant position in the prosecution authorities of the Republic of Kazakhstan,

agree and undertake to comply with them.

The application is attached with the following documents:

1. _____
2. _____
3. _____

I confirm the authenticity of the submitted documents.

Signature

(Last name, first name patronymic (if available))

" ____ " _____

20 ____

Contact phone / Email _____

Annex 4
to the Rules for the conduct of a
competition for higher senior positions of
the system of prosecution authorities of
the Republic of Kazakhstan
Form

A letter of recommendation for a candidate to participate in an interdepartmental competition

To participate in an inter-departmental competition for an announced vacant position

(Name of the position)

I recommend

(Last name, first name, patronymic (if any) of the candidate, name of the position)

The candidate has such qualities as

(Professional, business and personal qualities of the candidate; examples, confirming that the

candidate has the listed qualities)

Additional information:

Position signature Last name, first name, patronymic (if available) of the recommender.

Appendix 5
to the Rules of the competition for
higher-level senior positions of the system
of the Prosecutor 's Office of the Republic
of Kazakhstan

Computer testing program for knowledge of the legislation of the Republic of Kazakhstan

Program	Number of questions
the test of knowledge of the legislation of the Republic of Kazakhstan includes the questions about: the Criminal Code of the Republic of Kazakhstan (20 questions), the Criminal Procedure Code of the Republic of Kazakhstan (20 questions), the Civil Code of the Republic of Kazakhstan (10 questions), the Civil Procedure Code of the Republic of Kazakhstan (10 questions), the Administrative Procedural Code of the	

<p>Republic of Kazakhstan (10 questions), the Code of the Republic of Kazakhstan on Administrative Offenses (10 questions), the Constitutional Law "On the Prosecutor's Office" (10 questions), the Laws of the Republic of Kazakhstan: "On Law Enforcement Service" (10 questions), "On Combating Corruption" (10 questions), the Code of Ethics for Law Enforcement Officers, Civil Protection Agencies and the State Courier Service of the Republic of Kazakhstan, approved by the Decree of the President of the Republic of Kazakhstan dated January 2, 2023 № 81 (10 questions).</p>	120
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