



On approval of the Selection Rules for initial vocational training and the conditions for its passage for persons entering the internal affairs bodies, as well as the grounds for their expulsion from initial vocational training

Unofficial translation

Order of the Minister of Internal Affairs of the Republic of Kazakhstan dated March 13, 2020, No. 211. Registered with the Ministry of Justice of the Republic of Kazakhstan on March 16, 2020, No. 20123.

Unofficial translation

In accordance with paragraph 2-1 of Article 7 of the Law of the Republic of Kazakhstan dated January 6, 2011 "On Law Enforcement Service", **I HEREBY ORDER:**

1. To approve the Selection Rules for initial vocational training and the conditions for its passage for persons entering the internal affairs bodies, as well as the grounds for their expulsion from initial vocational training in accordance with the annex to this Order.

2. To recognize as terminated the Order of the Minister of Internal Affairs of the Republic of Kazakhstan dated April 26, 2011, No. 187 "On approval of the Rules for passing special initial training for persons entering the internal affairs bodies of the Republic of Kazakhstan for the first time as privates, junior and middle commanding personnel" (registered in the Register of state registration of regulatory legal acts No. 6978, published on June 8, 2011, in the "Kazakhstanskaya Pravda" newspaper No. 180 (26601)).

3. The Department of Personnel Policy of the Ministry of Internal Affairs of the Republic of Kazakhstan, in accordance with the procedure established by the legislation of the Republic of Kazakhstan, shall ensure:

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

2) posting this Order on the Internet resource of the Ministry of Internal Affairs of the Republic of Kazakhstan;

3) within ten working days after the state registration of this Order, submission to the Legal Department of the Ministry of Internal Affairs of the Republic of Kazakhstan the information on the implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.

4. Control over the implementation of this Order shall be entrusted to the supervising Deputy Minister of Internal Affairs of the Republic of Kazakhstan.

5. This Order shall come into effect on January 1, 2021, and is subject to mandatory official publication.

Minister of Internal Affairs of the

E. Turgumbayev

Rules of selection for initial vocational training and the conditions for its completion for persons enrolling in the internal affairs bodies, as well as the grounds for their expulsion from initial vocational training

Footnote. Rules - as amended by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 17.01.2023 № 21 (shall be enforced ten calendar days after the date of its first official publication).

Chapter 1. General provisions

1. These Rules of selection for initial vocational training and the conditions for its completion for persons enrolling in the internal affairs bodies, as well as the grounds for their expulsion from initial vocational training (hereinafter referred to as the Rules) have been developed pursuant to the Law of the Republic of Kazakhstan “On Law Enforcement Service” (hereinafter referred to as – the Law) and establish the organization, procedure for selection for initial vocational training, conditions for its completion for persons enrolling in the internal affairs bodies, as well as the grounds for their expulsion from initial vocational training.

2. Candidates are admitted to service in internal affairs bodies (hereinafter referred to as the internal affairs bodies) for positions of rank-and-file, junior and middle management personnel after they have completed initial professional training in educational organizations of the Ministry of Internal Affairs of the Republic of Kazakhstan (hereinafter referred to as the Ministry of Internal Affairs).

3. The candidate shall incur costs of participating in the selection for initial vocational training (travel to the selection venue and back, medical examination, renting a living space, accommodation) at his own expense.

Chapter 2. Organization of selection for initial vocational training

4. Every year, the human resources unit of the central office of the Ministry of Internal Affairs, before December 1, shall develop and approve with the Minister of Internal Affairs a schedule of initial vocational training for the next calendar year upon applications from the human resources units of the departments of the Ministry of Internal Affairs, territorial bodies under the jurisdiction of the Ministry of Internal Affairs and its departments, state institutions under the jurisdiction of the Ministry of Internal Affairs and its departments.

5. Selection of candidates for initial vocational training in the educational organization of the Ministry of Internal Affairs shall be organized by departments of the Ministry of Internal Affairs, territorial bodies under the jurisdiction of the Ministry of Internal Affairs, state

institutions under the jurisdiction of the Ministry of Internal Affairs and its departments that have vacant positions.

6. The human resources units of the MIA departments, territorial bodies under the MIA jurisdiction, state institutions under the MIA jurisdiction and its departments shall organize the work on the selection of candidates, including the following activities:

- 1) information and organizational;
- 2) acceptance of applications and documents of candidates, including in electronic format;
- 3) examination of information on the candidate;
- 4) referral of candidates for medical examination to military medical commissions of the Department of Internal Affairs (hereinafter referred to as DIA) to determine suitability for service and for polygraph examination;
- 5) formation of personal files of candidates;
- 6) conducting the selection of candidates for initial vocational training;
- 7) referring selected candidates to the MIA educational organization for initial vocational training.

Footnote. Paragraph 6 – as amended by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

7. Public awareness work includes publication in the media of announcements on vacant positions and qualification requirements for them, the procedure for enrollment in the service in the DIA department and conditions of service, the start and end date for accepting documents.

8. Citizens of the Republic of Kazakhstan who wish to take part in the selection shall provide the following documents to the human resources services of the MIA departments, territorial bodies under the MIA jurisdiction, state institutions under the MIA jurisdiction and its departments:

- 1) an application indicating the individual identification number, in any form;
- 2) the candidate's consent to the collection and processing of his personal data;
- 3) a questionnaire in the form of Appendix 1 to these Rules;
- 4) a completed personal data sheet in the form of Appendix 2 to these Rules;
- 5) a completed detailed autobiography, in handwritten or in printed form in accordance with Appendix 3 to these Rules;
- 6) copies of notarized educational documents;
- 7) copies of notarized documents verifying employment (if any);
- 8) a copy of a military ID or certificate of registration at the conscription station (if available), certified by a notary;
- 9) reference from the last place of work (study) or military unit where the candidate did the service;
- 10) a copy of the identity document of a citizen of the Republic of Kazakhstan;

11) excluded by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

12) additional information regarding their education, employment and professional level (copies of documents on advanced training, assignment of scientific (academic) degrees and promotions, documents on sports achievements, references, recommendations, scientific publications and others) (if available);

13) certificates of provision of declaration on personal and the spouse's income and property in two copies.

An incomplete package of documents shall constitute the grounds for declining them.

Footnote. Paragraph 8 as amended by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

9. After submitting the documents listed in paragraph 8 of these Rules, the candidate shall be referred to:

1) medical and psychophysiological examination in the Military Medical Commission (MMC) in accordance with the form of Appendix 1 to the Rules for conducting military medical examination in the internal affairs bodies of the Republic of Kazakhstan, approved by Order of the Minister of Internal Affairs of the Republic of Kazakhstan dated November 2, 2020 No. 758 (registered in the Register of State Registration of Regulatory Legal acts under No. 21580).

The MMC shall notify the human resources service of the MIA departments, territorial bodies under the MIA jurisdiction, state institutions under the MIA jurisdiction and its departments within three days about the medical examination results of the candidate;

2) a polygraph examination in the relevant DIA unit, in accordance with Appendix 1 to the Rules for undergoing a polygraph examination in law enforcement bodies of the Republic of Kazakhstan, approved by the Resolution of the Government of the Republic of Kazakhstan dated June 19, 2014 No. 683, after passing the MMC examination.

10. In accordance with paragraph 6 of Article 11 of the Law, the candidate shall take a written commitment in accordance with the form of Appendix 4 to these Rules to serve in the internal affairs bodies of the Republic of Kazakhstan for at least three years upon completion of initial vocational training in the MIA educational organization.

11. Simultaneously with the issuance of referrals for medical and psychophysiological examination, polygraph examination, the human resources service employees of the MIA departments, territorial bodies under the MIA jurisdiction, state institutions under the MIA jurisdiction and its departments shall conduct a check in respect of them and close relatives indicated in the personal data sheet, against the records of the information service of the Committee on Legal Statistics and special records of the Prosecutor General's Office of the Republic of Kazakhstan.

12. After receiving the results of a medical and psychophysiological examination and a polygraph examination, the candidates' personal files shall be formed.

13. If the results of a medical and psychophysiological examination and (or) check are negative, a written reasoned dismissal shall be sent to the candidate indicating the possibility of re-submitting documents for participation in the selection after remediation and (or) the expiration of the deadlines specified in subparagraphs 5), 6) and 6-1) paragraph 2 of Article 6 of the Law.

14. Materials for conducting a mandatory special check shall be directed to the national security bodies units.

In case of a negative result of the mandatory special check, a letter shall be sent to the MIA educational organization regarding the need to expel the candidate from initial vocational training.

Footnote. Paragraph 14- as amended by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

Chapter 3. Procedure of selection for initial vocational training

15. The selection committee shall be in charge of selection and referral of candidates for initial vocational training.

The selection committee shall be established by order of the head of the MIA departments , territorial bodies under the MIA jurisdiction, state institutions under the MIA jurisdiction and its departments. The selection committee shall be comprised of at least five members, the chairman of the selection committee shall be appointed by the deputy head, who oversees personnel policy of MIA departments, territorial bodies under the MIA jurisdiction, state institutions under the MIA jurisdiction and its departments.

The selection committee shall include representatives of the internal security services, personnel inspection, veterans' council, consultative and advisory bodies under the territorial DIA of the Republic of Kazakhstan.

The interview and passing of the physical fitness standards test of each candidate shall be video recorded.

The video recorded materials shall be stored in the human resources service for at least one year from the date of the selection completion.

Footnote. Paragraph 15- as amended by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

16. The selection of candidates for initial vocational training shall include a number of successive stages:

- 1) the first stage - lists of candidates are formed based on the generated personal files;

2) the second stage - candidates pass physical training standards test in accordance with the requirements of paragraphs 17 - 25 of these Rules.

3) the third stage - the selection committee conducts an interview with the candidates and, at the request of the candidate, with the invitation of his parents, the candidate's spouse. The motives for the candidate's service in the DIA are clarified. The candidate's attention is drawn to existing restrictions on service, the nature of future activities, his possible involvement in service at odd hours, weekends and holidays, as well as benefits and advantages of serving in the DIA.

It shall be permitted to pass each selection stage only once. A candidate who fails the previous stage shall not be admitted to the next stage.

Footnote. Paragraph 16- as amended by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

17. When taking physical fitness standards test, candidates shall be divided into: categories "A", "B" and "C" of candidates for service in DIA on physical training in accordance with Appendix 5 to these Rules;

medical age groups of candidates for service in the DIA in accordance with Appendix 6 to these Rules.

18. The physical fitness level of candidates of "A" and "B" categories shall be determined by the following standards passed:

1) Men:

at option- 100- meter run, or shuttle run (10 meters 10 times);

at option - pull-up on the bar, or sit-up on the bar;

at option –100- meter distance run, or a set of strength exercises (lifting the body from back-lying position, moving from a lying position to a full squat position, jumping from a full squat position, sit-up from back-lying position).

2) Women:

at option -100- meter distance run, or shuttle run (10 meters 10 times);

at option - sit-up from back-lying position, or push-up;

at option -1000 meters run, or burpee.

19. Depending on weather conditions, or training facilities, by decision of the authorized head of the DIA, or the person replacing him, the standards may be replaced:

100- meter run to shuttle run;

1000- meter run to a set of strength exercises for men, burpee for women.

20. Fulfillment of fitness standards by candidates of categories "A" and "B" shall be assessed in accordance with a point system for assessing physical training standards of candidates for service in DIA bodies of categories "A" and "B" in accordance with Appendix 7 to these Rules.

21. The physical fitness level of category “C” candidates shall be determined by the following standards passed:

1) Men:

at option-100- meter run or shuttle run;

800- meter run;

a set of strength exercises (pull-ups on the bar, upward jump with scissors, push-ups, sit-up from back lying position, moving from lying to squat position).

2) Women:

at option -100-meter run or shuttle run;

800- meter run;

a set of strength exercises (sit-up from back lying position , moving from a lying position to a squat position).

22. Fulfillment of standards by category “C” candidates shall be assessed in accordance with a point system for assessing physical training standards of candidates for service in the DIA of category “C” in accordance with Appendix 8 to these Rules.

23. Individual assessments of candidates of categories “A”, “B” and “C” for physical fitness shall be determined by the points scored when taking the fitness standards test according to the table of assessing the physical fitness level of candidates for service in the DIA in accordance with Appendix 9 to these Rules.

If candidates of categories “A” and “B” have “0” points, or less than 50 points for candidates of category “C” on one of the standards, the physical fitness shall be graded “unsatisfactory”.

24. The progress of taking physical training standards test shall be video recorded.

25. The results of candidates’ physical training standards test shall be entered:

On categories “A” and “B” in the record of passing physical training fitness test of candidates for service in DIA of categories “A” and “B” in accordance with Appendix 10 to these Rules;

on category “C” in the record of passing physical training fitness test of candidates for service in the DIA of category “C” in accordance with Appendix 10 to these Rules.

26. The selection results shall be documented in the minutes. An employment contract is concluded with candidates who have passed the selection within three working days from the date of signing the minutes of selection results. After signing an employment contract, the head of the MIA department, territorial bodies under the MIA jurisdiction, state institutions under the MIA jurisdiction and its departments, shall sign an order appointing the candidate as an intern and referring him to initial vocational training.

Initial vocational training shall be counted towards the internship period.

Candidates referred to training, in accordance with the employment contract, shall be paid an official salary during the internship, provided for the staffing position.

The MIA educational organizations shall sign a contract with candidates referred to training in accordance with the form of Appendix 11 to these Rules.

The following shall be presented to the MIA educational organizations:

- 1) a copy of the order on referring the candidate to initial vocational training;
- 2) a copy of the ID;
- 3) a copy of education documents;
- 4) information about the candidate in accordance with the form of Appendix 11-1 to these Rules.

Footnote. Paragraph 26- as amended by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

27. excluded by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

Chapter 4. Conditions for completing initial vocational training

28. A trainee of initial vocational training (hereinafter referred to as trainees) must have with him:

- 1) an ID;
- 2) a camouflage uniform according to the season: summer – a cap, jacket, trousers, camouflage T-shirt and black high-top boots; winter - a jacket, thermal trousers or overalls in camouflage colors, as well as a knitted wool cap and warm high-top boots in black;
- 3) sportswear and footwear;
- 4) personal hygiene items;
- 5) writing utensils.

29. Trainees shall be provided with board and accommodation at the budget expense.

30. The duration of initial vocational training in all areas of employee training is 9 weeks.

For persons who served in positions of administrative state and civil servants in internal affairs bodies, and positions that are transferred to the category of certified personnel, the training period in all areas of training is 5 weeks and is carried out using distance learning technologies.

Footnote. Paragraph 30 - as amended by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

31. Initial vocational training is carried out in accordance with standard curricula developed by the MIA and curricula approved by the head of the MIA educational organization.

The MIA educational organization shall independently determine the form, procedure for conducting current and final performance assessment and they shall be established by a decision of the collegial governing body of the educational organization.

One academic hour for all types of classes shall be at least 40 minutes.

32. Trainees' performance in all types of training sessions shall be assessed using a point-rating letter system for assessing educational progress, in accordance with Appendix 12 to these Rules.

33. Summative assessments shall be conducted by teachers with qualifications corresponding to the discipline in question, upon completion of curriculum sections in accordance with the schedule approved by the deputy head of the MIA educational organization, who supervises educational work.

The comprehensive test is conducted by an examination commission, the membership of which shall be approved by order of the head of the MIA educational organization. The examination commissions shall be formed from among the territorial DIA servicemen (in the relevant categories of training), teaching staff of educational organizations, representatives of internal security units and the Council of DIA veterans.

34. A student graded "unsatisfactory" on the final tests is allowed to retake the test. The retake shall be only once.

Trainees graded "unsatisfactory" a second time in a retake are subject to expulsion for failure to fulfill the curriculum requirements.

35. Students who successfully pass the final exams shall be issued a certificate with an annex on completion of initial vocational training in accordance with Appendix 13 to these Rules, which is attached to their personal file.

36. The duration of initial vocational training shall be counted towards the service length in the DIA (length of service).

37. Departments of the MIA, territorial bodies under the MIA jurisdiction and its departments, state institutions under the MIA jurisdiction and its departments, in the direction of which the trainee has completed the initial vocational training shall:

- 1) enroll persons who have completed initial vocational training into the workforce;
- 2) terminate the employment contract with the trainee in accordance with labor legislation and pay compensation for unused labor leave.

Appointment to a position shall be made within a month from the date of enrollment in the workforce of the departments of the MIA, territorial bodies under the MIA jurisdiction and its departments, state institutions under the MIA jurisdiction and its departments.

Chapter 5. Grounds for expulsion from initial vocational training

38. Trainees are expelled from initial vocational training on the following grounds:

- 1) poor performance, consisting in failure to pass final tests or for failure to complete the curriculum;

2) breach of discipline provided for by the Charter of the MIA educational organization and the Internal Regulations of the MIA educational organization:

3) at own request;

4) negative result of a special inspection by national security authorities.

A copy of the order of the head of the MIA educational organization on the expulsion of the trainee from initial vocational training shall be directed within two working days to the departments of the MIA, territorial bodies under the MIA jurisdiction and its departments, state institutions under the MIA jurisdiction and their departments.

The human resources service of the departments of the MIA, territorial bodies under the MIA jurisdiction, state institutions under the MIA jurisdiction and its departments shall terminate the employment contract with the trainee and pay compensation for unused leave.

39. Expulsion of a trainee under subparagraphs 1) and 2) of paragraph 37 shall be made upon conclusion of an internal investigation, within a month from the date of discovery of the misconduct.

40. In case of waiver of a person who has completed initial vocational training from further service in a law enforcement body or expulsion from the educational organization of law enforcement bodies for poor performance and (or) breach of discipline, as well as at his own request, he is obliged to reimburse the state for the budgetary funds spent for training, scholarships, board and accommodation during the training period, in accordance with paragraph 7 of Article 11 of the Law.

Footnote. Paragraph 40 - as amended by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

Appendix 1
to the Rules of selection for
initial vocational training
and the conditions for its completion
for persons enrolling in the internal
affairs bodies as well as the grounds
for their expulsion from initial
vocational training

Form

Questionnaire (filled out by hand)

1. Surname (if changed, indicate the former one) _____

Name _____

Patronymic (in existence) _____

2. Nationality _____

If changed, indicate when _____

3. Conviction record, when and for what _____

4. Training or work abroad _____

Host country _____

Duration of stay _____

Place of work or training _____

5. Have you been declared as incapacitated or partially incapacitated by a court ruling, when and on what grounds _____

6. Have you been deprived of the right to hold public office for a certain term, when and on what grounds _____

7. Are you a close relative (parent, son, daughter, adoptive parent, adoptee, full sibling and

half-brother or sister, grandfather, grandmother, grandson, spouse of an internal affairs officer,

holding a position:

1) directly subordinate to the position for which you apply; _____

2) in direct subordination to which the position is for which you apply _____

8. Have you been subject to administrative penalty judicially for a year before enrollment in the service for a willful misconduct, when and for what _____

9. Have you been subject to administrative penalty on corruption charges judicially for three

years before enrollment in the service, when and for what _____

10. Have you previously been in public service _____ if you have, indicate the reasons of dismissal _____

" ____ " _____ 20_____
_____ (signature)

Appendix 2
to the Rules of selection for
initial vocational training
and the conditions for its completion
for persons enrolling in the internal
affairs bodies as well as the grounds
for their expulsion from initial
vocational training

**Кадр есебі жөніндегі жеке
ІС ПАРАҒЫ
PERSONAL DATA SHEET**

1. *Тегі* _____

Surname *АТЫ* _____

name әкесінің аты (болған жағдайда) _____

patronymic (in existence)

2. *Жынысы* _____

Gender

3. *Туған жылы, айы, күні* _____

Year, date and month of birth

4. *Туған жері* _____

Place of birth (*ауыл, деревня, қала, аудан, облыс, республика*)

(village, rural district, town, region, oblast, republic)

5. *ҰЛТЫ* _____

Nationality

6. *Азаматтығы* _____

Citizenship

7. Education _____

Оқу орнының атауы және оның тұрған жері Name of educational institution and its location	Факультеті немесе бөлімі Faculty or department	Түскен жылы Year of enrollment	Бітірген немесе шыққан жылы Year of graduation	Бітірмесе, қай курстан кетті If you did not graduate, what year did you leave from	Оқу орнын бітірген соң қандай біліктілік алып шықты, диплом не куәлік нөмірін көрсету керек. Qualification awarded upon graduation from the educational institution, indicate the No. of the diploma or certificate
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8. *Ана тіліңіз, басқа қандай тілдерді және қай дәрежеде білесіз*

Native language, other languages you know, and in what extent

(оқи аласыз ба әлде сөздікпен аударма аласыз ба, оқи аласыз ба әлде түсіне аласыз ба, еркін сөйлейсіз бе

read and translate with a dictionary, read and can explain yourself, fluent in it)

9. Ғылыми дәрежеңіз, атағыңыз _____

Academic degree, academic title

10. Қандай ғылыми еңбектеріңіз бен ғылыми жаңалықтарыңыз бар

Scientific works and inventions

11. Сіз және сіздің жақын туысқандарыңыз* сотты болғансыздар ма

Do you and your close relatives* have a criminal record (қашан және не үшін кім соттады, жазалау шарасы/ by whom, when and for what were you convicted, punitive measure)

12. Еңбек жолын бастағаннан бері істеген жұмыстары (жоғары және арнаулы орта оқу орындарында оқыған жылдарын, әскери қызметін, қоса атқарған жұмысын, т.б. қоса есептегенде).

Work performed since the beginning of working activity (including studies in higher and secondary specialized educational institutions, military service, part-time work, etc.)

Айы және жылы Month and year of		Қызметі, мекеме, ұйым, кәсіпорын, сондай-ақ министрлік (ведомство) қоса көрсетілсін Position indicating the institution, organization, enterprise, as well as the ministry (department)	
Келген starting	Кеткен leaving	Мекеме, ұйым, кәсіпорынның тұрған жері Location of the institution, organization, enterprise	

Бұл тармақты толтырғанда мекемелер, ұйымдар мен кәсіпорындар кезінде қалай аталса, сол қалпында берілсін, әскери қызмет лауазымы округімен қоса көрсетілсін.

When filling out this item, the names of institutions, organizations and enterprises must be indicated as they were called at that time, military service must be recorded indicating the position and district.

13. Жеке іс парағын толтырған кездегі отбасы жағдайы, Сіздің жақын туысқандарыңыз*

Marital status at the time of filling out the personal form, your close relatives*

Туысқандық дәрежесі Kinship degree	Тегі, аты, әкесінің аты (болған жағдайда) Surname, name, patronymic (in existence)	Туған жері, жылы, айы, күні Date and place of birth	Жұмыс орны, лауазымы Place of work, position	Тұрғылықты мекен жайы Residence address
Туысқандық дәрежесі Kinship degree	Тегі, аты, әкесінің аты (болған жағдайда) Surname, name, patronymic (in existence)	Туған жері, жылы, айы, күні Date and place of birth	Жұмыс орны, лауазымы Place of work, position	Тұрғылықты мекен жайы Residence address

*Жақын туысқандары: жұбайлар, олардың ата-аналары, аға-інілері, апа-қарындастары (сіңлілері), балалары *

Close relatives: spouses, their parents, brothers, sisters, children.

Егер осы адамдар заңмен белгіленген тәртіпте тегін, атын, әкесінің атын өзгертсе (болған жағдайда), олардың бұрынғы тегі, аты, әкесінің аты, сондай-ақ бұрынғы жұбайлар туралы деректер де көрсетілсін.

Indicate the previous surnames, first names and patronymics (if any) of these persons, if they changed them as established by law, as well as information about former spouses.

14. Шетелдерде болуы (жұмыс, қызметтік іссапар, делегация құрамында бару)

Stay abroad (work, business trip, trip with a delegation)

Жылы мен айы Month and year		Қай елде In what country	Шетелге келу себебі Purpose of stay abroad
Қай уақыттан бастап From what time	Қай уақытқа дейін To what time		

15. Сайланбалы органдарға сайлады немесе сайланды (қайда, қандай органдарға және қашан)

What elective bodies did you stand for or were elected (where, which and when)

16. Әскери қызметке қатысы _____

Military service obligation

(әскери міндетті, әскери міндетті емес

Liable for military service, non-obliged) _____

(әскери-есепке алу мамандығы, әскери атағы, әскери билетінің нөмірі және жеке нөмірі

military specialty, military rank, military ID number and personal number)

17. Қандай мемлекеттік наградаларыңыз бар _____

State awards (қашан, кім немен наградтады / when, by whom and with what were you awarded) _____

18. Паспорты _____

Passport (сериясы, нөмірі, кім және қашан берген, тіркелген мекен жайы

series, number, issuing authority, date of issue, registration address) _____

19. Тұрғылықты мекен жайы _____

Place of residence 20 ____ . " ____ " _____

Өзінің қолы _____

(толтырылған мезгілі/date of filling out)

Personal signature

- military service obligation, when and by what defense department (unit) he was called up for active military service (if not called up, indicate the reason), in which military units (indicate numbers) and in what capacity he served, when and from what position he was discharged into the Armed Forces reserve, military rank ;

- отбасы жағдайы, қашан некеге тұрды, әйелінің (ерінің) тегі, аты, әкесінің аты (болған жағдайда), туған датасы мен жері, ұлты, жұмыс орны мен лауазымы, тұрғылықты жері (сондай-ақ үміткер мен оның әйелінің (ерінің) жақын туысқандары; әкесі, шешесі, аға-інілері, апа-қарындастары (сіңлілері) мен балалары, сондай-ақ бұрынғы әйелдері (ерлері) және олардың жақын туысқандары, ажырасу себептері көрсетіле отырып, некені бұзу туралы куәліктерінің нөмірлері, оларды қандай орган қашан бергені туралы мәліметтер; егер үміткер, оның әйелі (ері) немесе жақын туысқандары тегін, атын, әкесінің атын өзгерткен болса, олардың бұрынғы бағыттық деректері көрсетіледі, туысқандарынан кім ішкі істер органдарында немесе ішкі әскерлерде қызмет етеді (туысқандық дәрежесі, тегі, аты, әкесінің аты, қайда, лауазымы, арнайы немесе әскери атағы);

- marital status, date of marriage, surname, first name, patronymic (if any), date and place of birth, nationality; place of work and position, place of residence of the wife (husband); the same information on close relatives of the candidate and his wife (husband); father, mother, brothers, sisters and children, as well as former wives (husbands) and their close relatives, indicating the reasons for the divorce, the numbers of the divorce certificate, when and by what authority it was issued; if the candidate, his wife (husband) or their close relatives changed their surname, first name, patronymic, then their previous identifying information is also indicated; whether a relative serves in the internal affairs bodies or in the internal troops (degree of kinship, surname, first name, patronymic, position, special or military rank);

- үміткер, оның әйелі (ері) немесе жақын туысқандарынан біреу шетел азаматтылығында тұрды ма (кім, туысқандық дәрежесі), олардың ішінде кім шетелде рде болды (қашан, қайда, қандай мақсатпен) немесе тұрақты тұруға шетелге шығу үшін өтініш білдірді (қашан, қандай себеппен), шетелдерде тұратын қазақстандық азаматтардың ішінде туысқандары бар ма (тегі, аты, әкесінің аты, туысқандық дәрежесі, немен айналысады, қайда тұрады), олармен байланыс немен көрінеді;

- whether the candidate, his wife (husband) or any of their relatives had foreign citizenship (who, degree of kinship), which of them was abroad (when, where, for what purpose) or applied to go abroad for permanent residence (when, for what reason), whether there are

relatives living abroad (surname, first name, patronymic , degree of kinship, occupation, where they live), what is the connection with them;	_____
- үміткер, оның әйелі (ері) немесе олардың жақын туысқандарынан біреу қылмыстық не әкімшілік жауапкершілікке тартылған ба (қашан, не үшін, жазалау шарты), осы адамдардың құқық қорғау органдары қызметіне қатысы;	_____
- whether the candidate, his wife (husband) or any of their close relatives were brought to criminal or administrative liability (when, for what, penalty measure);	_____
- соңғы жұмыс орны мен лауазымы, тұрғылықты мекен-жайы, егер бір жерден екінші жерге көшуге тура келсе, бұрынғы мекен-жайларын көрсетеді.	_____
- place of last work and position, place of residence; if you had to move from one place of residence to another, then the previous places of residence are indicated.	_____

Appendix 4
to the Rules of selection for
initial vocational training
and the conditions for its completion
for persons enrolling in the internal
affairs bodies as well as the grounds
for their expulsion from initial
vocational training

Commitment

I, _____
(Surname, name, patronymic (if any))
pursuant to paragraph 6 of Article 11 of the law of the Republic of Kazakhstan “On Law Enforcement Service” upon completion of initial vocational training, hereby undertake to serve

in _____
(indicate the name of the place of service in the DIA)
at least three years.

In the event of waiver of further service in the internal affairs bodies or expulsion from the educational organization of the Ministry of Internal Affairs of the Republic of Kazakhstan due to poor performance and (or) breach of discipline, and at my own request, I undertake to reimburse the budgetary funds spent on training, scholarships, board and accommodation during the training period, in accordance with the legislation of the Republic of Kazakhstan.

This obligation does not apply to a serviceman in the event of his dismissal from service within three years for health reasons upon the military medical commission’s conclusion on

unfitness or limited fitness for service, or in connection with staff reduction, reorganization or liquidation of a law enforcement body in cases of impossibility of use in another position, as well as his transfer to another law enforcement body or special state body.

Full name of the candidate _____ signature, date _____

Full name of the human resources service employee _____

Appendix 5
to the Rules of selection for
initial vocational training
and the conditions for its completion
for persons enrolling in the internal
affairs bodies as well as the grounds
for their expulsion from initial
vocational training

Form

Categories "A", "B" and "C" candidates for service in internal affairs bodies on physical training

Category "A" employees:

- 1) positions of criminal police units, countering drug crime, countering extremism;
- 2) positions of the seventh divisions and divisions "R", whose functions include conducting operational investigative activities and covert investigative actions;
- 3) positions of duty units of headquarters units, independent duty units;
- 4) positions of internal security units;
- 5) positions of administrative police units and local police service;
- 6) positions of canine service;
- 7) positions of migration service divisions;
- 8) positions of specialized security units of internal affairs bodies (hereinafter referred to as DIA);
- 9) positions of security units of administrative buildings of the Department of Internal Affairs;
- 10) positions of fire extinguishing and emergency rescue units of civil defense bodies (hereinafter referred to as CDB);
- 11) positions of operational work in special institutions, regime and security (including correctional institutions, pre-trial detention centers) of special institutions, as well as educational work among convicts of the penal system (hereinafter referred to as the penal system);
- 12) positions of special and mobilization training units;
- 13) positions of personnel departments responsible for organizing professional training.

Employees of category "B":

- 1) positions of investigation, inquest, operational and forensic services;

- 2) positions of headquarters (except duty units), personnel units (except units responsible for organizing professional training), as well as information and communications units;
- 3) positions of financial and logistics support units (including motor transport support);
- 4) positions of the second special units and state secrets protection services;
- 5) positions of civil defense units, of disaster risk reduction and control in civil protection area, organization of fire extinguishing and emergency rescue operations of the CDB;
- 6) positions of crisis management centers in the CDB;
- 7) positions of medical support units in special institutions, special accounting, labor organization of convicts, as well as the probation service of the penal system;
- 8) permanent composition of educational organizations of the Ministry of Internal Affairs of the Republic of Kazakhstan;
- 9) positions of the state courier service.

Candidates for service in the internal affairs department of category “C”:

Positions of special forces units and special rapid reaction units not included in categories “A” and “B”.

Appendix 6
to the Rules of selection for
initial vocational training
and the conditions for its completion
for persons enrolling in the internal
affairs bodies as well as the grounds
for their expulsion from initial
vocational training

Form

Medical age groups of candidates for service in internal affairs bodies of categories “A” and “B”

№	Medical age group	Age, gender	
		Men	Women
1	group I	under 23	under 23
2	group II	23 – 29	23 – 29
3	group III	30 – 34	30 – 34
4	group IV	35 years and older	35 years and older

Medical age groups of candidates for service in internal affairs bodies of category “C”

1	group I	under 27	under 23
2	group II	28-31	24-30
3	group III	32-34	31-34
4	group IV	35 years and older	35 years and older

Appendix 7
to the Rules of selection for
initial vocational training
and the conditions for its completion
for persons enrolling in the internal
affairs bodies as well as the grounds

for their expulsion from initial
vocational training

**Point system of assessing physical training standards of candidates for service in DIA of categories
“A” and “B”**

Speed training

100- meter run			
Men Time (seconds)	Points	Women Time (seconds)	Points
12.50	100	16.50	100
12.60	98	16.60	98
12.70	96	16.70	96
12.80	94	16.80	94
12.90	92	16.90	92
13.00	90	17.00	90
13.10	88	17.10	88
13.20	86	17.20	86
13.30	84	17.30	84
13.4	82	17.40	82
13.50	80	17.50	80
13.60	78	17.60	7
13.70	76	17.70	76
13.80	74	17.80	74
13.90	72	17.90	72
14.00	70	18.00	70
14.10	68	18.10	68
14.20	66	18.20	66
14.30	64	18.30	64
14.40	62	18.40	62
14.50	60	18.50	60
14.60	58	18.60	58
14.70	56	18.70	56
14.80	54	18.80	54
14.90	52	18.90	52
15.00	50	19.00	50
15.10	48	19.10	48
15.20	46	19.20	46
15.30	44	19.30	44
15.40	42	19.40	42
15.50	40	19.50	40
15.60	38	19.60	38
15.70	36	19.70	36

15.80	34	19.80	34
15.90	32	19.90	32
16.00	30	20.00	30
16.10	28	20.10	28
16.20	26	20.20	26
16.30	24	20.30	24
16.40	22	20.40	22
16.50	20	20.50	20
16.60	18	20.60	18
16.70	16	20.70	16
16.80	14	20.80	14
16.90	12	20.90	12
17.00	10	21.00	10
17.10	8	21.10	8
17.20	6	21.20	6
17.30	4	21.30	4
17.40	2	21.40	2
Over 17.40	0	Over 21.40	0

Performance: running a distance of 100 meters is performed on a run track or other hard surface. At the starting position, the candidate stands in front of the starting line; overstepping is not allowed. The starting position of the candidate (low, high) is not established.

At the starting position, preliminary commands “READY!”, “STEADY!” are given sequentially. Running the distance begins with the command “GO!” or a whistle signal.

If the exercise is performed on a track that has a turn, each candidate covers the distance along the path designated for him; switching to a track that shortens the distance is not allowed.

If the conditions of the exercise are violated, the candidate is given “0” points.

Shuttle run (10 meters 10 times)

Men Time (seconds)	Points	Women Time (seconds)	Points
23.00	100	28.00	100
23.20	98	28.20	98
23.40	96	28.40	96
23.60	94	28.60	94
23.80	92	28.80	92
24.00	90	29.00	90
24.20	88	29.20	88
24.40	86	29.40	86
24.60	84	29.60	84
24.80	82	29.80	82
25.00	80	30.00	80
25.20	78	30.20	78
25.40	76	30.40	76

25.60	74	30.60	74
25.80	72	30.80	72
26.00	70	31.00	70
26.20	68	31.20	68
26.40	66	31.40	66
26.60	64	31.60	64
26.80	62	31.80	62
27.00	60	32.00	60
27.20	58	32.20	58
27.40	56	32.40	56
27.60	54	32.60	54
27.80	52	32.80	52
28.00	50	33.00	50
28.20	48	33.20	48
28.40	46	33.40	46
28.60	44	33.60	44
28.80	42	33.80	42
29.00	40	34.00	40
29.20	38	34.20	38
29.40	36	34.40	36
29.60	34	34.60	34
29.80	32	34.80	32
30.00	30	35.00	30
30.20	28	35.20	28
30.40	26	35.40	26
30.60	24	35.60	24
30.80	22	35.80	22
31.00	20	36.00	20
31.20	18	36.20	18
31.40	16	36.40	16
31.60	14	36.60	14
31.80	12	36.80	12
32.00	10	37.00	10
32.20	8	37.20	8
32.40	6	37.40	6
32.60	4	37.60	4
32.80	2	37.80	2
Over 32.80	0	Over 37.80	0

Performance: shuttle run is performed on a run track or other hard surface. At the starting position, the candidate stands in front of the starting line; overstepping is not allowed. The starting position of the candidate (low, high) is not established.

At the starting position, preliminary commands “READY!”, “STEADY!” are given sequentially. The exercise begins at the command “GO!”, or at the whistle signal.

When performing the exercise, touching the 10 meter mark with your foot is mandatory.

If the conditions of the exercise are violated, the candidate is given “0” points.

STRENGTH TRAINING

Pull-ups		Sit-ups	
Men			
Number of times	Points	Number of times	Points
20	100	24	100
19	95	23	95
18	90	22	90
17	85	21	85
16	80	20	80
15	75	19	75
14	70	18	70
13	65	17	65
12	60	16	60
11	55	15	55
10	50	14	50
9	45	13	45
8	40	12	40
7	35	11	35
6	30	10	30
5	25	9	25
4	20	8	20
3	15	7	15
2	10	6	10
Less than 2 times	0	Less than 6 times	0
Performance:			
Pull-ups on the bar are performed from the starting position - over-grip hanging (the thumb clasps the bar), arms are straight, legs are straight and closed, or crossed, not touching the support.			
At the test site, the commands “STAND!”, “READY!”, “GO!” are given.			
The exercise is considered completed with chin on the crossbar, each time with an interval of 1-2 seconds, from a stationary hanging position on straight arms, without jerking or swinging movements of the legs. It is not allowed to rest (stop) for more than 3 seconds, perform an exercise with rocking, or touch the support with your feet.			
Sit-ups on the bars is performed from the starting position - support on the bars, arms straight, legs straight and closed, or crossed, without touching the support.			
At the test site, the commands, “STAND!”, “READY!”, “GO!” are given.			
The exercise is considered completed when the body is lowered until the arms are fully bent and return to the starting position. The interval between repetitions is 1-2 seconds, resting (stopping) for more than 3 seconds is not allowed, as well as performing the exercise with swinging or touching the support with the legs.			
Push-ups		Lifting the body from back-lying position	
Women			
Number of times	Points	Number of times	Points
20	100	40	100

19	95	38	95
18	90	36	90
17	85	34	85
16	80	32	80
15	75	30	75
14	70	28	70
13	65	26	65
12	60	24	60
11	55	22	55
10	50	20	50
9	45	18	45
8	40	16	40
7	35	14	35
6	30	12	30
5	25	10	25
4	20	8	20
3	15	6	15
2	10	4	10
Less than 2 times	0	Less than 4 times	0

Performance:

Push-ups while lying down are performed from the starting position - horizontal position of the body facedown, support on straight arms, arms shoulder-width apart, body straight, legs straight and closed (one palm distance between the feet is allowed), or crossed.

At the test site, the commands "READY!" and "GO!" are given.

The exercise is considered completed when the body is lowered until the chest touches the floor (ground) and returns to the starting position. The interval between repetitions is 1-2 seconds; resting (stopping) for more than 3 seconds is not allowed, nor the knees touching the floor while performing the exercise.

Raising the body from back-lying position.

Starting position: horizontal position of the body, faceup, shoulder blades touching the floor, arms bent at the elbows, palms behind the head, or arms bent at the elbows and crossed, palms on the shoulders, straight legs closed or bent at the knees, feet touching the floor.

At the test site, the commands "READY!" and "GO!" are given.

The exercise is considered completed when the torso is raised from the floor by 90 degrees or more. The interval between repetitions is 1-2 seconds, resting (stopping) for more than 3 seconds, breaking the grip of the hands on the head and shoulders is not allowed when lifting the body.

ENDURANCE

1000- meter run			
Men Time (minutes)	Points	Women Time (minutes)	Points
3.30	100	4.30	100
3.40	95	4.40	95
3.50	90	4.50	90
4.00	85	5.00	85
4.10	80	5.10	80

4.20	75	5.20	75
4.30	70	5.30	70
4.40	65	5.40	65
4.50	60	5.50	60
5.00	55	6.00	55
5.10	50	6.10	50
5.20	45	6.20	45
5.30	40	6.30	40
5.40	35	6.40	35
5.50	30	6.50	30
6.00	25	7.00	25
6.10	20	7.10	20
6.20	15	7.20	15
6.30	10	7.30	10
6.40	5	7.40	5
Over 6.40	0	Over 7.40	0

Performance: running is performed on a run track or other hard surface plane. At the starting position, the candidate stands in front of the starting line; overstepping is not allowed. The candidate's starting position (low, high) is not set.

At the starting position, preliminary commands “READY!”, “STEADY!” are given sequentially. Covering of the distance begins with the command “GO!”, or the whistle signal.

It is not allowed to step beyond the inner edge of the track, use mobile devices and accessories while running, or run without sportswear and footwear.

A set of strength exercises (each exercise 10 times)

Men, number of repetitions	Points
5	100
4	80
3	60
2	40
1	20
Less than 1 time	0

Performance: the set consists of 4 sequential exercises:

1) push-ups are performed from the starting position - horizontal position of the body facedown, support on straight arms, arms shoulder-width apart, body straight, legs straight and closed (one palm distance between the feet is allowed), or crossed.

The exercise is considered completed when the body is lowered until the chest touches the floor (ground) and returns to the starting position, while the knees may not touch the floor;

2) from a lying position with hips lowered, a full squat is taken from the starting position - a horizontal position of the body facedown, support on straight arms, hip lowered to the floor, straight legs shoulder-width apart, knees do not touch the floor.

The exercise is considered completed when both legs are simultaneously brought into a full squat position (hands touch the floor, legs bent, thighs touch calves) and return to the starting position. When taking a full squat position, bent legs may be both between and behind the hands.

3) jumping squat is performed from the starting position - hands flat on the floor, legs are bent, hips touch the legs.

The exercise is considered completed when jumping up on the spot until the legs are fully straightened and lifted off the surface (body, arms and legs straight), as well as returning to the starting position.

4) lifting the body from back-lying position is performed from the starting position - horizontal position of the body faceup, shoulder blades touching the floor, arms bent at the elbows, palms behind the head, or arms bent at the elbows and crossed, palms on the shoulders, legs straight closed, or knees bent, feet touching the floor.

The exercise is considered completed when the torso is raised from the floor by 90 degrees or more. It is not allowed to break the grip of the hands on the head and shoulders when lifting the body.

At the test site, the commands “READY!” and “GO!” are given.

The interval between repetitions in each exercise is 1-2 seconds; resting (stopping) for more than 3 seconds between repetitions in each type of exercise, as well as more than 10 seconds between the sets, is not allowed.

Burpee	
Women Numer of times	Points
21	100
20	95
19	90
18	85
17	80
16	75
15	70
14	65
13	60
12	55
11	50
10	45
9	40
8	35
7	30
6	25
5	20
4	15
3	10
Less than 3 times ³	0

Performance: the exercise is performed from the starting lying position - horizontal position of the body facedown, support on straight arms, arms shoulder-width apart, body straight, legs straight and closed (the distance between the feet is one palm).

At the test site, the commands “READY!” and “GO!” are given.

The exercise is considered completed when performed from the starting position, lowering the body to the floor until it touches the chest and raising the body back to the starting position by extending the arms, then moving to the full squat position, jumping up in place until fully straightened, returning to the starting position through the full squat position.

The exercise is performed for 1 minute, transitions between positions are performed simultaneously with both legs.

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Form

Point system for assessing physical fitness level of candidates for service in internal affairs bodies of category “C”

100-meter run (seconds)

Points	Group 1	Group 2	Group 3	Group 4
100	12.05	12.30	12.90	13.80
98	12.10	12.35	12.95	13.85
96	12.15	12.40	13.00	13.90
94	12.20	12.50	13.10	13.95
92	12.25	12.55	13.15	14.10
90	12.30	12.60	13.20	14.15
88	12.35	12.70	13.25	14.20
86	12.40	12.75	13.30	14.25
84	12.50	12.80	13.35	14.30
82	12.55	12.85	13.40	14.35
80	12.60	12.90	13.50	14.40
78	12.70	12.95	13.55	14.45
76	12.75	13.00	13.60	14.50
74	12.80	13.10	13.65	14.55
72	12.85	13.15	13.70	14.60
70	12.90	13.20	13.80	14.70
68	12.95	13.25	13.85	14.75
66	13.00	13.30	13.90	14.80
64	13.10	13.35	13.95	14.85
62	13.15	13.40	14.10	14.90
60	13.20	13.50	14.15	15.00
58	13.55	13.90	14.30	15.10
56	13.60	13.95	14.40	15.20
54	13.65	14.10	14.50	15.30
52	13.70	14.20	14.55	15.40
50	13.80	14.30	15.00	15.60

Shuttle run 10 meters 10 times (seconds)

Points	1 group	2 group	3 group	4 group

100	23.00	24.00	25.00	26.00
98	23.20	24.20	25.20	26.20
96	23.40	24.40	25.40	26.40
94	23.60	24.60	25.60	26.60
92	23.80	24.80	25.80	26.80
90	24.00	25.00	26.00	27.00
88	24.20	25.20	26.20	27.20
86	24.40	25.40	26.40	27.40
84	24.60	25.60	26.60	27.60
82	24.80	25.80	26.80	27.80
80	25.00	26.00	27.00	28.00
78	25.20	26.20	27.20	28.20
76	25.40	26.40	27.40	28.40
74	25.60	26.60	27.60	28.60
72	25.80	26.80	27.80	28.80
70	26.00	27.00	28.00	29.00
68	26.20	27.20	28.20	29.20
66	26.40	27.40	28.40	29.40
64	26.60	27.60	28.60	29.60
62	26.80	27.80	28.80	29.80
60	27.00	28.00	29.00	30.00
58	27.20	28.40	29.40	30.40
56	27.40	28.60	29.70	30.80
54	27.60	28.80	30.00	31.80
52	27.80	29.00	30.40	30.00
50	28.00	29.20	30.80	30.20

800-meter run (minutes/seconds)

Points	Group 1	Group 2	Group 3	Group 4
100	2.20	2.30	2.40	2.50
98	2.21	2.31	2.41	2.51
96	2.22	2.32	2.42	2.52
94	2.23	2.33	2.43	2.53
92	2.24	2.34	2.44	2.54
90	2.25	2.35	2.45	2.55
88	2.26	2.36	2.46	2.56
86	2.27	2.37	2.47	2.57
84	2.28	2.38	2.48	2.58
82	2.29	2.39	2.49	2.59
80	2.30	2.40	2.50	3.00
78	2.31	2.41	2.51	3.01

76	2.32	2.42	2.52	3.02
74	2.33	2.43	2.53	3.03
72	2.34	2.44	2.54	3.04
70	2.35	2.45	2.55	3.05
68	2.36	2.46	2.56	3.06
66	2.37	2.47	2.57	3.07
64	2.38	2.48	2.58	3.08
62	2.39	2.49	2.59	3.09
60	2.40	2.50	3.00	3.10
58	2.50	2.55	3.05	3.15
56	2.55	3.00	3.10	3.20
54	3.00	3.05	3.15	3.25
52	3.05	3.10	3.20	3.30
50	3.10	3.15	3.25	3.35

Overhand grip pull-up

Points	Group 1	Group 2	Group 3	Group 4
100	20	19	18	17
90	19	18	17	16
80	18	17	16	15
70	17	16	15	14
60	16	15	14	13
58	15	14	13	12
56	14	13	12	11
54	13	12	11	10
52	12	11	10	9
50	11	10	9	8

Upward jump with leg changing

Points	Group 1	Group 2	Group 3	Group 4
100	95	90	85	80
98	94	89	84	79
96	93	88	83	78
94	92	87	82	77
92	91	86	81	76
90	90	85	80	75
88	89	84	79	74
86	88	83	78	73
84	87	82	77	72
82	86	81	76	71
80	85	80	75	70

78	84	79	74	69
76	83	78	73	68
74	82	77	72	67
72	81	76	71	66
70	80	75	70	65
68	79	74	69	64
66	78	73	68	63
64	77	72	67	62
62	76	71	66	61
60	75	70	65	60
58	74	69	64	59
56	73	68	63	58
54	72	67	62	57
52	71	66	61	56
50	70	65	60	55

Push-ups

Points	Group 1	Group 2	Group 3	Group 4
100	60	55	50	45
98	59	54	49	44
96	58	53	48	43
94	57	52	47	42
92	56	51	46	41
90	55	50	45	40
88	54	49	44	39
86	53	48	43	38
84	52	47	42	37
82	51	46	41	36
80	50	45	40	35
78	49	44	39	34
76	48	43	38	33
74	47	42	37	32
72	46	41	36	31
70	45	40	35	30
68	44	39	34	29
66	43	38	33	28
64	42	37	32	27
62	41	36	31	26
60	40	35	30	25
58	39	34	29	24
56	38	33	28	23

54	37	32	27	22
52	36	31	26	21
50	35	30	25	20

Lifting the body from back-lying position for 2 minutes

Points	Group 1	Group 2	Group 3	Group 4
100	85	80	75	70
98	84	79	74	69
96	83	78	73	68
94	82	77	72	67
92	81	76	71	66
90	80	75	70	65
88	79	74	69	64
86	78	73	68	63
84	77	72	67	62
82	76	71	66	61
80	75	70	65	60
78	74	69	64	59
76	73	68	63	58
74	72	67	62	57
72	71	66	61	56
70	70	65	60	55
68	69	64	59	54
66	68	63	58	53
64	67	62	57	52
62	66	61	56	51
60	65	60	55	50
58	64	59	54	49
56	63	58	53	48
54	62	57	52	47
52	61	56	51	46
50	60	55	50	45

Moving from a lying position to a full squat position for 1 minute

Points	Group 1	Group 2	Group 3	Group 4
100	55	50	45	40
98	54	49	44	39
96	53	48	43	38
94	52	47	42	37
92	51	46	41	36
90	50	45	40	35

№	Grade	Number of points			
		1 under 23	2 23-29	3 30-34	4 35 years and older
1	Excellent	230	210	190	170
2	Good	210	190	170	150
3	Satisfactory	190	170	150	130

Note: if one gets “0” points on one of the physical fitness standards, an “unsatisfactory” grade is given.

Category “C”

1.	Excellent	490
2.	Good	420
3.	Satisfactory	350

Note: if less than 50 points is scored on one of the physical fitness standards an “unsatisfactory” grade is given.

WOMEN

Category “A”

№	Grade	Number of points			
		1 under 23	2 23-29	3 30-34	4 35-39
1	Excellent	240	220	200	180
2	Good	220	200	180	160
3	Satisfactory	200	180	160	140

Category “B”

№	Grade	Number of points			
		1 under 23	2 23-29	3 30-34	4 35 years and older
1	Excellent	230	210	190	170
2	Good	210	190	170	150
3	Satisfactory	190	170	150	130

Note: if one gets “0” points on one of the physical fitness standards, an overall grade “unsatisfactory” is given.

Category “C”

1.	Excellent	280
2.	Good	240
3.	Satisfactory	200

Note: if less than 50 points are scored on one of the physical fitness standards an overall grade “unsatisfactory” is given.

for persons enrolling in the internal affairs bodies as well as the grounds for their expulsion from initial vocational training

Form

The record of passing physical training fitness of candidates for service in internal affairs bodies of categories “A” and “B”

_____ (name of the unit)

24. " _____ " _____ 20 _____

city _____

№	Surname, first name, patronymic (if any)	Date of birth	Physical fitness		
			Speed		
			Type of standard	result	points

Table continuation

Physical fitness						Total points	Grade
Endurance			Strength				
Type of standard	result	points	type of standard	result	points		

_____ (positions, titles, surname, first name, patronymic (if any), signatures of persons, who assessed the standards)

The list of passing physical fitness standards of candidates for service in internal affairs bodies of category “C”

_____ (name of the unit)

" _____ " _____ 20 _____ city _____

№	Surname, first name, patronymic (if any)	Age	Medical-age group	Physical fitness				Total points	Grade
				100-meter/ shuttle run		800 meters			
				result	points	result	points		

Table continuation

Physical fitness					Total points	Grade
Set of strength exercises						
pull-ups	jumps	push-ups	sit-ups	moving from a lying position to a full squat position		

result	points										
--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--	--

_____ (positions, titles, surname, first name, patronymic (if any), signatures of persons, who assessed the standards)

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Form

CONTRACT

_____ "___" _____ 20__.

_____,
located (name of the MIA education organization)
address _____

_____ (license No. ___ series ___ dated " " _____ 20 __., issued by the Ministry of Education and Science the Republic of Kazakhstan),
represented by _____

_____ (position, special (military) rank, surname, first name, patronymic (if any))

Acting under the Charter, hereinafter named "MIA education organization", on the one hand, and the person enrolled in the MIA education organization _____, (surname, first name, patronymic (if any)) further named "trainee", on the other hand, residing at the address: _____

Have entered into this Contract as follows:

1. Subject of the Contract

1. The MIA educational organization assumes obligations to organize the training of the trainee on the initial vocational training curriculum.

Duration of training: _____

(indicate the training time in the educational organization)

2. Rights and Obligations of the parties

2. The MIA educational organization has the right:

- 1) in the manner prescribed by law, amend and terminate this contract;
- 2) encourage the trainee, bring him to disciplinary and financial liability in the manner established by the legislation of the Republic of Kazakhstan;
- 3) to recover the damage caused by the trainee to the property of the MIA educational organization;
- 4) recover the budget funds spent on training, board and accommodation during the training period;

3. The MIA educational organization is obliged to:

- 1) provide the trainee with the conditions for receiving education in accordance with the Law of the Republic of Kazakhstan “On Education” and the requirements of regulatory legal acts of the Ministry of Internal Affairs of the Republic of Kazakhstan;
- 2) create learning conditions;
- 3) provide the trainee with medical care (first aid, qualified medical care within the statutory free medical assistance);
- 4) submit documents to the state archive confirming the trainee’s periods of study;
- 5) provide storage of a military ID (registration certificate), also employment record book and make the necessary entries in it;
- 6) attach to the trainee’s personal file a statement on expenses for his training;
- 7) refer the trainee for internship to the territorial divisions of the internal affairs bodies during the initial vocational training period.

4. The trainee has the right:

- 1) to change and terminate this contract;
- 2) for conditions of training, accommodation and medical support that meet safety and hygiene requirements.

5. The trainee is obliged:

- 1) to conscientiously master all types of educational and vocational activities under the training program;
- 2) observe the service discipline;
- 3) handle the educational organization’s property with care;
- 4) comply with the requirements of labor protection, fire safety and sanitary and hygienic standards;
- 5) not to disclose information entrusted to him in accordance with his official position that constitutes an official or other secret protected by law;
- 6) report a situation that has arisen that poses a threat to the life and health of people, the safety of the property of the educational organization and trainees;
- 7) in cases of changes in marital status, bringing him or close relatives to criminal liability , or one of them leaving for permanent residence abroad, report this to his immediate superior within three days;

8) after completing initial vocational training, arrive at the duty station within five working days;

9) serve in the relevant unit of the internal affairs bodies of the Republic of Kazakhstan for at least three years;

10) in cases of expulsion due to poor performance, breach of discipline, on his own free will, waiver of serving in the internal affairs bodies before expiry of this contract, reimburse the state for budget funds spent on training, board and accommodation during the training period. The amount to be withheld shall be calculated for the full course of study.

6. The Contract shall be terminated by consent of the parties or on the initiative of one of the parties, also in the event of breach of the Contract terms.

7. The terms of this Contract may be changed and supplemented by mutual written agreement of the parties.

8. The contract is drawn up in 2 copies, one of which is kept in the trainee's personal file.

9. The Contract is valid until the Parties fully fulfill their obligations under this Contract.

10. Disputes between the parties to this contract that arise regarding the fulfillment of its terms shall be resolved in the manner prescribed by the legislation of the Republic of Kazakhstan.

11. For failure to fulfill and improper fulfillment of obligations provided for in this Contract, the parties shall bear responsibility under the legislation of the Republic of Kazakhstan.

Trainee:

(surname, first name, patronymic
(if any) of the trainee)
No. _____
of identity document
IIN _____
Address _____
Telephone _____
e-mail _____
Signature _____
Date _____

MIA education organization:

Bank requisites:

IIC _____

BIC _____

BIN _____

Code 16 _____

Chief executive: _____

(surname, first name, patronymic(if any))

Signature _____ Date _____

Seal

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Form

Кандидат туралы мәліметтер

Information on the candidate

Footnote. The Rules have been supplemented by Appendix 11-1 pursuant to the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated 03.07.2023 No. 544 (shall be enforced ten calendar days after the date of its first official publication).

1. <i>Тегі</i> _____ Surname				
<i>Аты</i> _____ Name				
<i>Әкесінің аты (бар болған жағдайда)</i> _____ Patronymic (in existence)				
2. <i>Жынысы</i> _____ Gender, Year, date and month of birth				
3. <i>Туған күні, айы және жылы</i> _____ Gender, Year, date and month of birth				
3. <i>Туған жері</i> _____ Place of birth (<i>село, ауыл, қала, облыс, республика</i>) (village, rural district, town, region, oblast, republic)				
4. <i>Ұлты</i> _____ Nationality				
5. <i>Азаматтығы</i> _____ Citizenship				
6. <i>Білімі (орта GPA, жоғары GPA)</i> _____ Education (secondary GPA, higher GPA)				
<i>Оқу орнының атауы және оның тұрған жері</i> Name of the educational institution and its location	<i>Орта білімі GPA</i> GPA of secondary education	<i>Арнайы орта білім GPA</i> GPA of vocational secondary education	<i>Жоғары білімі GPA</i> GPA of higher education	<i>Оқу орнын бітірген соң кім болып шықты, диплом не куәлік нөмерін көрсету керек</i> Qualification awarded upon graduation from the educational institution, indicate the No. of the diploma or certificate

7. *Қандай шетел тілдерін және тәуелсіз мемлекеттер достастығы халықтарының тілдерін білесіз*

What foreign languages do you know

(read and translate with a dictionary, read and can explain yourself, fluent in them)

8. *Еңбек қызметі*

Employment record _____

9. Жеке іс парағын толтырған кездегі отбасы жағдайы, сіздің жақын туыстарыңыз
Marital status at the time of filling out the personal form, close relatives

Туыстық дәрежесі Kinship degree	Тегі, аты-жөні, әкесінің аты (бар болған жағдайда). Surname, name, patronymic (in existence)	Күні және туған жері. Date and place of birth	Жұмыс орны, лауазымы Place of work, position	Тұрғылықты жері, байланыс телефон. Residence address, contact number
------------------------------------	---	--	---	---

10. Бой-салмақ көрсеткіштері (бой, салмақ) _____

Weight and height

11. Әскери-дәрігерлік комиссия (қорытындысы) _____

Military medical commission (conclusion)

12. Дене шынықтыру бойынша нормативтердің нәтижелері
Results of physical fitness standards test

Run (100 м.)	Run (1000 м.)	SSE, pull-ups
--------------	---------------	---------------

13. Әскери қызметке қатысы және әскери атағы _____

Military service obligation and military rank

14. Кандидат туралы қосымша мәліметтер (спорттық жетістіктер, сертификаттар, музыкалық аспаптарды меңгеру, вокалдық деректер)

Additional information about the candidate (sports achievements, certificates, playing musical instruments, vocal abilities)

15. Жеке куәлік _____

ID card

16. Жүргізуші куәлігі (санаттар) _____

Driving license (category)

17. Тіркелген жері _____

Place of residence registration

18. Мекенжайы мен телефоны: _____

Home address and telephone:

Кадр саясаты басқармасының бастығы _____

Head of HR Policy Department

" _____ " _____ 202 _____

(толтырылған мезгілі) signature (filling out date)

Seal (if it is available)

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A letter system for assessing trainees' educational achievements, corresponding to a digital equivalent on a four-point system

Assessment by letter system	Digital equivalent of points	In %	Assessment by traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	Unsatisfactory
F	0	0-49	

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(Білім беру ұйымының атауы)

СЕРТИФИКАТ

(атағы, тегі, аты, әкесінің аты (ол болған жағдайда))

(оқудан өткен мерзімі)

санаты бойынша алғашқы кәсіптік даярлық курстарынан өтті

Білім беру ұйымының бастығы _____

қаласы 20 ____ ж. " ____ " _____

Тіркеу № _____

CERTIFICATE

Description of completion. Form (description) of the certificate of initial vocational training in educational organizations of the Ministry of Internal Affairs of the Republic of Kazakhstan.

1. The certificate shall be the document verifying completion of initial vocational training in educational organizations of the Ministry of Internal Affairs of the Republic of Kazakhstan.

2. The certificate consists of a cover in A4 format (size 297x210) mm made of glossy paper.

3. The front side of the certificate shall be filled out in the state language:

1) the background is light blue with the emblem of the Ministry of Internal Affairs of the Republic of Kazakhstan, the diameter of 110 mm, is in the center;

2) 7 mm from the edge is an ornamental dark blue frame, 7 mm wide.

4. In the upper part of the document:

1) in the center, 2 mm from the edge of the ornamental frame, there is an image of the coat of arms of the Republic of Kazakhstan (the inscription Kazakhstan is in Latin) with a diameter of 30 mm;

2) under the image of the coat of arms, in the center at 10 mm distance, there is a blank line for "*Білім беру ұйымының атауы*" - the "Name of the educational organization" requisites. Printed in capital letters, bold type, Times New Roman 14;

3) Under the "*Білім беру ұйымының атауы*" requisites at 15 mm distance there is an inscription "СЕРТИФИКАТ" Printed in capital letters, bold type, Times New Roman 48.

5.15 mm below the "СЕРТИФИКАТ" inscription there are 6 lines: the first line is a blank for the "*атағы, тегі, аты, әкесінің аты (ол болған жағдайда)*" requisites – "title, surname, name, patronymic (if any)"; the second line is a blank for the "*оқудан өткен мерзімі*"- "training period" details; the third line- a blank for "*курс тақырыбы*"- "theme of the course" details; the fourth line- for "*санаты бойынша алғашқы кәсіптік даярлық курстарынан өтті*" - "completed the first vocational training course in the category" text ; the fifth line- "*Білім беру ұйымының атауы*"- "Name of the educational organization" text with a blank for the surname with initials and signature; the sixth line -" _____ қаласы 20__ жылғы " ____ " _____ " - "city ____ year __20__ _____" is to the left, the line *Тіркеу №* " ____ " - "Registration No." is to the right;

6. The certificate is produced by typographic or computer method (excluding the data that are filled out manually or using printing devices).

Note:

mm – millimeter.

Appendix to the certificate of completion of initial vocational training in educational organizations of the Ministry of Internal Affairs of the Republic of Kazakhstan
(registration No. _____ is not valid without a certificate)

(surname, name, patronymic (in existence))

In the time of initial vocational training in _____

(full name of the educational organization)

demonstrated the following knowledge (section name – grade/point):

