

Accepted by

The scientific council of JASU

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Approved by

the Rector of JASU

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Regulations on the Procedure for Forming a Personnel Reserve at Jalal-Abad State University named after B. Osmonov

1. General Provisions

These Regulations are based on the Law of the Kyrgyz Republic "On Education," the Law of the Kyrgyz Republic "On Personal Information," the Labor Code of the Kyrgyz Republic, the Charter of Jalal-Abad State University named after B. Osmonov, and the Regulations on the Procedure for Filling Faculty Positions at Higher Education Institutions of the Kyrgyz Republic. They define the legal framework, procedures for forming, and operating a personnel reserve at B. Osmonov Jalal-Abad State University.

The primary goal of forming a personnel reserve at B. Osmonov Jalal-Abad State University is to create a trained, competent staff of B. Osmonov Jalal-Abad State University, ensure continuity and succession, and improve it through the selection, training, and promotion of personnel capable of professionally and effectively implementing the tasks and functions of B. Osmonov Jalal-Abad State University. 2. The main objectives of forming the B. Osmonov Zhukovsky State University's personnel reserve are:

- improving staff development, professional growth, and career development at JASU;
- filling vacant positions;
- promotions;
- rational use of human resources.

3. The formation of the JASU personnel reserve is based on the following principles:

- equal access for citizens;
- objectivity in the selection and inclusion in the JASU's personnel reserve based on merit and abilities necessary for the performance of responsible work;
- competence and professionalism;
- prohibition on taking into account the gender, social background, nationality, religion, or political views of candidates when forming the JASU's personnel reserve;
- mandatory personal consent of candidates for inclusion in the JASU's personnel reserve;
- the responsibility of officials for the availability of the JASU's personnel reserve and the quality of its functioning.

4. The JASU 's personnel reserve is a group of specially formed and trained candidates for vacant positions at JASU .

5. The JASU 's personnel reserve is formed from individuals applying for employment at JASU 's and individuals applying for promotion.

6. When forming the JASU 's personnel reserve, the following methods are used to assess the professional and personal qualities of candidates:

- interview;
- testing;
- questionnaires.

2. Procedure for Forming the Personnel Reserve of JASU .

7. The Personnel Reserve of JASU is formed in accordance with these Regulations.

8. The Personnel Reserve JASU consists of an internal and external personnel reserve:

- the internal personnel reserve is formed directly from individuals employed JASU;
- the external personnel reserve of JASU is formed from individuals applying for vacant positions at JASU.

9. The personnel service of JASU is responsible for finding suitable candidates for inclusion in the Personnel Reserve of JASU in the following ways:

- the heads (directors) of structural divisions are given the Personnel Reserve Form of JASU for completion (Appendix 1). If the head (manager) of a structural unit deems it necessary to include an employee directly subordinate to the JASU personnel reserve, they will include the relevant employee when completing the reserve list.

- proposals from heads of structural units to include other individuals in JASU personnel reserve.

10. Candidates who have been offered inclusion in the external personnel reserve must undergo an interview with the head of the structural unit. This interview is organized by the HR department, which notifies the candidate of the date, time, and location of the interview.

To obtain more detailed information, heads of structural units conduct testing (computer-based or written) to determine the knowledge, level of training, and personal and psychological qualities of candidates. The testing results are presented in the form of a report and are confidential.

11. The Head of the HR Department prepares a list and documents for candidates proposed for inclusion in the JASU Personnel Reserve.

12. Candidate documents must include:

- a brief resume indicating:

personal information (last name, first name, and patronymic, date of birth, nationality, home address, marital status);

education, additional education (advanced training courses);

current position and period of time;

a brief description of career progression (positions and organizations held, for what period);

total length of service; teaching experience;

to which personnel reserve (internal or external) the candidate is to be included;

for what position the candidate is recommended;

justification for inclusion in the reserve;

- candidate's personnel record sheet;

- copies of documents confirming the required education;

- copies of documents on advanced training or retraining (if completed, including those conferring an academic degree or academic title). In addition to the above list of required documents, the candidate has the right to attach recommendations from their place of work, study, etc.

13. After completing the actions specified in paragraphs 10 and 11 of these Regulations, the rector will decide whether to include the candidate in the personnel reserve.

3. Procedure for the Operation of the Personnel Reserve JASU

14. The personnel reserve of JASU must be replenished by the Human Resources Department. Changes and additions to the personnel reserve of JASU are made as needed throughout the year by the head of the Human Resources Department in consultation with the Rector.

The Human Resources Department annually analyzes the composition of the personnel reserve and evaluates its performance.

15. Candidates included in the internal personnel reserve:

undergo advanced training and retraining courses in accordance with the career development plan (Appendix 2);

are sent first for training and retraining;

are given priority consideration for promotion to a higher position;

are temporarily appointed to perform functions in a higher position;

are assigned to management positions.

16. In the event of a vacancy, the Human Resources Department submits a list of suitable candidates to the Rector for selection to fill the vacant position.

17. Candidates for the vacant position are selected primarily from the internal talent pool. If the Rector rejects the proposed candidates, candidates are selected from among those included in the external talent pool.

18. Candidates included in the talent pool of JASU who do not demonstrate the necessary professional, business, and personal qualities, as well as interpersonal skills, are excluded from the pool. The decision to exclude a person from the talent pool is made by the Rector.

19. The composition of the talent pool of JASU is confidential; only the Rector and the Head of Human Resources are permitted to know it.

Anyone included in the talent pool of JASU is notified thereof.

Appendix 1

Personnel Pool Form

1. Full Name
2. Year of Birth
3. Education
4. Length of Service
5. Current Position
6. Recommended Position

Appendix 2

Career Development Plan

1. General Information:

2. Full Name
3. Year of Birth
4. Nationality
5. Education
6. Additional Education
7. Length of Service (general and teaching)
8. Position, date, and duration of service
9. Professional Activity Details:
 - Conclusion of the most recent certification committee
 - Status in the personnel pool
 - List and time of education received
 - Performance evaluation
 - Justification for career development in 5, 10, or 15 years
 - Completion of additional training courses, seminars, etc. (if necessary, indicate time periods).
10. Other information.