Accepted by

The scientific council of JASU

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Approved by

the Rector of JASU

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On the procedure for recruitment and employment
REGULATION
at Jalal-Abad State University named after B. Osmonov
GENERAL PROVISIONS

1.1. Labor relations of the B. Osmonov Jalal-Abad State University (hereinafter referred to as JASU) and its employees are regulated by the labor legislation of the Kyrgyz Republic: the Constitution of the Kyrgyz Republic; the Labor Code of the Kyrgyz Republic; the Law of the Kyrgyz Republic "On Assistance in Employment of the Population"; the Law of the Kyrgyz Republic "On Social Partnership in the Field of Labor Relations in the Kyrgyz Republic"; the Law of the Kyrgyz Republic "On Collective Agreements"; the Law of the Kyrgyz Republic "On Labor Protection"; the Law of the Kyrgyz Republic "On Trade Unions".

1.2. Labor relations between the Higher Educational Institution and the employee arise on the basis of an employment contract concluded in accordance with the Labor Code of the Kyrgyz Republic and other acts prior to the conclusion of the contract, which are established in the Law of the Kyrgyz Republic "On Education", the Regulation "On the Procedure for Filling Positions of the Teaching Staff of Higher Educational Institutions of the Kyrgyz Republic", approved by Resolution of the Government of the Kyrgyz Republic No. 304 dated May 29, 2012, and the Charter of the Higher Educational Institution:

- election (election) to the position of rector, head of department or director;

- election through competition to fill a vacant scientific and teaching position;

- appointment to a position or confirmation of a position;

- court decisions on the conclusion of an employment contract;

1.3. Citizens are recruited to work in structural divisions (departments) for vacant positions approved by the rector in accordance with the procedure established by this Regulation.

1.4. JASU provides positions for scientific and pedagogical (professorship and teaching staff, research staff), engineering and technical, administrative and economic, educational support, service and other personnel.

1.5. Recruitment, appointment and promotion of the teaching staff (hereinafter referred to as the teaching staff) are carried out on a contractual-competitive basis in accordance with the labor legislation of the Kyrgyz Republic, the Regulation "On the procedure for filling positions of teaching staff of higher educational institutions of the Kyrgyz Republic", approved by the resolution of the Government of the Kyrgyz Republic No. 304 dated May 29, 2012. Appointment to the position of head of the department is carried out after the election at the meeting of the Academic Council of the JASU, held in accordance with the "Regulation on the election of the head of the department of the JASU".

1.6. Members of the Institute, in addition to their main position, may simultaneously perform additional duties: head of the department, director (or deputy director), head of department, postgraduate study, internship, methodological department, etc. The conditions for admission to these partial positions and their performance are determined in accordance with the labor legislation of the Kyrgyz Republic.

1.7. Administrative and managerial employees have the right to work part-time, including teaching. The terms of hiring and performing these part-time positions are determined in accordance with the labor legislation of the Kyrgyz Republic.

1.8. Administrative, engineering, technical, educational support, maintenance and other personnel services are filled on a contractual basis in accordance with the labor legislation of the Kyrgyz Republic.

1.9. The requirements for teaching and educational support personnel (hereinafter referred to as TSP) are determined in the job descriptions and the legislation of the Kyrgyz Republic in the field of education; 1.10. The selection and registration of job candidates is carried out by the Department of Personnel and Legal Support (hereinafter referred to as the DPS) in accordance with the current legislation of the Kyrgyz Republic.

2. GOALS AND OBJECTIVES

2.1. Provide the JASU with qualified personnel.

2.2. Optimize the qualification level of personnel in accordance with the real needs of the JASU.

2.3. Introduce a procedure for preparing, justifying and approving vacant positions.

2.4. Introduce a procedure for selecting candidates and planning a probationary period.

2.5. Introduce a procedure for evaluating the performance of employees during the probationary period.

3. JUSTIFICATION OF VACANCIES

3.1. The staff list of the JASU is compiled annually.

3.2. The staff list is compiled in accordance with the following regulatory documents: the Labor Code of the Kyrgyz Republic, the Law of the Kyrgyz Republic on Education, resolutions of the Government of the Kyrgyz Republic on standards for calculating the ratio of teachers to students, working conditions, working hours, and official salaries of employees of educational organizations, orders of the Ministry of Education and Science of the Kyrgyz Republic on the student admission plan, the Charter of the JASU and annual orders of the rector of the JASU on approving the structure and standards for calculating the workload, as well as the main types of educational, methodological, scientific and other activities.

3.3. The staff list of the teaching staff and the educational program of the JCC is compiled by the financing and planning department on the basis of curricula/programs and the number of students (admission plan), coordinated with the heads of structural departments and approved by the rector of the JMU.

3.4. The staff list of administrative and support personnel is compiled on the basis of the JMU structure approved for the academic year and coordinated and approved by the rector of the JMU.

4. SELECTION OF CANDIDATES

4.1. External and internal sources are used to select candidates: Internal sources for selecting candidates:

university employees dismissed as a result of structural changes; university employees who wish to change jobs for objective and subjective reasons; university employees listed in the personnel reserve. External sources for selecting candidates: urban and regional labor force; free movement of citizens.

4.2. Provided that the employee properly performs his professional duties, the employee's contract may be extended for the new academic year by the rector of the JASU at the request of the head of the department or the director of the institute and with the consent of the teacher.

4.3. The head of the university has the right to conclude an employment contract for one academic year without a competitive examination with certain categories of persons for vacant teaching positions. The following categories of persons may have the right to conclude an employment contract for one academic year:

- practical specialists working directly in production who wish to combine teaching with their main job; - hourly teachers;

- teachers of retirement age;

- teachers returning from parental leave for children under 3 years of age.

4.4. Candidates are selected by advertising on the JASU website, in the media, etc.

5. SELECTION OF CANDIDATES

5.1. When filling the positions of scientific and teaching staff, an employment contract is concluded, which is preceded by a competitive selection. The criteria for selecting candidates for the positions of scientific and teaching staff are determined in accordance with Appendix 1 to these Regulations.

5.2. All positions of scientific and teaching staff at a higher educational institution are filled under an employment contract concluded for a period of at least one year.

5.3. Employment contracts with teachers who are paid an hourly wage are concluded for the period of service.

5.4. Competitive selection of scientific and teaching staff is carried out by a selection commission approved by the rector of the Kyrgyz State University, on the basis of the "Regulations on the procedure for filling teaching staff positions" approved by the resolution of the Government of the Kyrgyz Republic dated May 29, 2012 No. 304.

6. EMPLOYMENT PROCEDURE

6.1. Employment is carried out on the basis of an employment contract and a personal application.

6.2. Employment contracts and applications are signed by the direct manager and sent to the rector of the State University of Economics for approval.

6.3. Employment contracts are concluded in writing and are drawn up in two copies, each signed by both parties.

6.4. An employee may be employed before the conclusion of a written employment contract. In this case, the head of the structural unit and the employee of the State University of Economics are obliged to conclude a written employment contract.

6.5. When applying for employment, the candidate must provide the following documents:

- a personal account sheet with filled-in personal data;

a passport or other document confirming the identity and its copy;

- a work book issued in accordance with the established procedure, except for cases when the employee concludes an employment contract for the first time (a work book is issued by the State University of Economics for persons entering into employment for the first time);

- documents confirming education, qualifications or special knowledge and their copies;

- resume and/or CV (with personal signature);

- military registration documents (for those liable for military service and conscripts);

- certificate from the previous place of work;

- medical certificate (form 086);

- certificate of absence of criminal liability;

- pension book (if the person being hired is a pensioner);

- two photos.

Foreign citizens applying for employment at the State University of Education must submit all of the above documents with translations into the state or official language. If they have a scientific degree, they must undergo the procedure for nostrification of the relevant documents in accordance with the requirements of the legislation of the Kyrgyz Republic.

6.6. Teachers whose contracts are being renewed must provide an updated list of published scientific works, if any.

6.7. Depending on the position for which the applicant is applying, a probationary period of up to three months may be established.

6.8. Recruitment is carried out by inspectors of the State University of Education and Training. The employee is hired by order of the rector of the State University of Education and Training, which is issued on the basis of an employment contract concluded with the employee.

6.9. When hiring, the State University of Education and Training inspector is obliged to familiarize the employee with the current internal labor regulations of the State University of Education and

other local regulations (orders, rules, regulations, instructions, etc.) relevant to the employee's job function.

6.10. When hiring, the inspector of the Department of Human Resources Management and Legal Support (further DHRLS) is obliged to provide the employee with complete information about the university, conduct initial instructions on safety and fire safety, or invite a specialist with the appropriate authority to conduct instructions.

6.11. The DHRLS inspector is obliged to familiarize the employee with the official instructions, rules of the internal labor procedure and normative acts, adopted by the JASU, under his signature.

6.12. The head of the department (department), in which a new employee is accepted, is obliged to explain the principles of the policy and strategy of JASU , its goals and mission, to instruct the employee on safety techniques, fire safety and industrial sanitation at the workplace, and also to introduce the staff of the department to the employee.

7. PERSONAL DEPOSIT OF THE EMPLOYEE

7.1. When hiring an employee, a personal file is created in the OJSC, which is maintained and stored in the DHRLS.

7.2. An employee's personal file is a set of documents characterizing the employee's activities at a specific workplace. The employee's personal file contains personal data of the employee and other information related to hiring, employment and dismissal and necessary for the activities of the OJSC.

7.3. The personal file of each employee is kept in one copy. It is prohibited to have several personal files for one employee.

7.4. A separate folder is created for each employee. The data in the file is arranged chronologically. If copies of employees' personal documents are stored in the file, they must be certified in the appropriate manner.

7.5. It is prohibited to collect information about an employee's political or religious views or personal life and to include it in an employee's personal file.

7.6. The employee shall submit to the DHRLS within one month information on changes in marital status, place of residence, telephone number, military service status, level of education, and the personal file containing the information.

7.7. DHRLS specialists must enter information about the hired employee into the automated information management system (AVN) and promptly make the appropriate changes.

7.8. Transfers from one department (department) to another are carried out in accordance with current legislation.

7.9. When an employee is transferred to a new job or dismissed, his personal file is not transferred to the new job, but is stored in the State Archives for transfer to the state archive in the established manner.

7.10. Information contained in personal files is confidential, with the exception of information that is subject to publication in the media in accordance with the legislation of the Kyrgyz Republic.

7.11. It is prohibited to provide the employee's personal data to third parties, except for cases established by the legislation of the Kyrgyz Republic.

7.12. Employees are not provided with personal files. Employees can review all documents contained in their personal files in the office of the DHRLS and in the presence of a department employee.

7.13. Employee files are stored in the DHRLS throughout the entire period of employment at the JASU.

7.14. When an employee is dismissed, his personal file is closed. The personal files of dismissed employees are transferred to the JASU archive.

8. PROBATION PERIOD

8.1. When hiring, regardless of position or location, an employee may be given a probationary period of up to three months in agreement with the employee, as indicated in his personal application.

During the employee's probationary period, the head of the department is obliged to:

- familiarize the employee with the current rules, norms, values, and traditions adopted by the department;

- conduct a special interview with the employee and explain the significance of his position in the technological process of the department and its impact on the overall work of the university;

- familiarize the employee with the social and living conditions of the job.

8.2. The effectiveness of the work during the probationary period is assessed directly by the manager and the executive vice-rector. To ensure an appropriate assessment, the opinions of colleagues may be taken into account.

8.3. The effectiveness of the work during the probationary period is reviewed 5 days before its end.

8.4. One of two decisions must be made based on the assessment results: - the probationary period has been completed; - the probationary period has not been completed.

8.5. A decision on unsatisfactory probationary results is the basis for dismissing the employee in accordance with the labor legislation of the Kyrgyz Republic.

Appendix to the Regulation on the Procedure for Recruitment and Employment of Employees

Qualification requirements for the teaching staff of the JASU and criteria for competitive selection of teachers for filling vacant positions

Persons with higher education in the relevant specialty, as well as employees of organizations, institutions, state bodies, etc. have the right to teach classes in higher education programs, as well as in additional professional programs for persons with higher education.

The following teachers:

1. Not having a criminal record prohibiting such activities according to a court decision.

2. Not recognized as legally incompetent in accordance with the established legislation of the Kyrgyz Republic; and not having any of the diseases listed in the list approved by the authorized body exercising the functions of developing state policy and regulatory legal framework in the field of healthcare.

3. Work experience requirements:

- Assistant - at least 1 year of work experience, with a postgraduate professional education (master's degree, residency, postgraduate course) or with a candidate of science degree - no work experience requirements.

- Lecturer - at least 1 year of work experience, post-graduate professional education (residency, postgraduate study) or Candidate of Science degree - no requirements for work experience.

- Senior Lecturer - at least 5 years of research and teaching experience, Candidate of Science degree, at least 1 year of research and teaching experience.

- Associate Professor - Candidate of Science (Doctor of Science) degree and at least 3 years of research and teaching experience, or the academic title of Associate Professor (senior researcher) - no requirements for work experience.

- Professor - Doctor of Science degree and at least five years of research and teaching experience, or the academic title of Professor - no requirements for work experience.

4. Requirements for professional education: higher education in the relevant field of study; professional retraining in the relevant specialty, except for cases where professional retraining is not required in accordance with the qualification requirements for a specific specialty.

5. The qualification requirements for the faculty (teaching staff) of JASU may include requirements regarding the possession of a relevant field, direction, or specialty (specialization).

6. Qualification requirements for the faculty (teaching staff) of the Medical Institute:

Department of Anatomy and Physiology

1. For the block of anatomical disciplines:
• Human Anatomy, Topographic Anatomy and Operative Surgery, Pathological Anatomy.
• Pathological Anatomy (Pathologist / Physician-Pathologist).
• Forensic Medical Examination (Forensic Medical Examiner / Forensic Pathologist).
• Surgery (or narrow surgical profiles: Traumatology, Neurosurgery, Urology).
• Human Anatomy — an academic specialty obtained directly through postgraduate studies (PhD/aspirantura), without clinical practice (patient admission).
2. For the block of physiological disciplines:
• Internal Medicine (General Practitioner / Physician-Internist).
• Cardiology or Neurology.
• Anesthesiology and Intensive Care.
• Clinical Laboratory Diagnostics.
• Physiology / Pathological Physiology.

Department of Medico-Biological Disciplines

1. For the block of microbiology and infectious diseases:

• Bacteriology / Virology (Physician-Bacteriologist or Physician-Virologist).
• Infectious Diseases (Physician-Infectious Disease Specialist).
• Epidemiology (Physician-Epidemiologist).
• Field of study: "Microbiology" or "Immunology".
2. For the block of histology, cytology, and embryology:
• Pathological Anatomy (Pathologist).
• Forensic Medical Examination.
• Field of study: "Cell Biology, Cytology, Histology".
3. For the block of medical biochemistry:
• Clinical Laboratory Diagnostics (Laboratory Physician / Clinical Pathologist).
• Direct academic path: Master's or postgraduate degree (aspirantura) in "Biochemistry" or "Molecular Biology" following graduation from the "General Medicine" (Doctor of Medicine/MD equivalent) program.
4. For the block of medical biology and genetics:
• "Genetics".
• "Medical Biology".

Department of Hospital Therapy

• Internal Medicine (Physician-Internist).
• Cardiology (Physician-Cardiologist).
• Pulmonology (Physician-Pulmonologist).
• Gastroenterology (Physician-Gastroenterologist).
• Rheumatology (Physician-Rheumatologist).
• Nephrology (Physician-Nephrologist).
• Endocrinology (Physician-Endocrinologist).

Department of General Surgery

• Surgery (General Surgeon).
• Abdominal Surgery.
• Thoracic Surgery.
• Combustiology (Burn Surgery).
• Angiosurgery (Vascular Surgery).

Department of Surgery and Traumatology

• Traumatology and Orthopedics (Orthopedic Traumatologist).
• Surgery / General Surgery (Surgeon).
• Neurosurgery.
• Urology.
• Combustiology.

Department of Public Health

• Epidemiology (Physician-Epidemiologist).
• Public Health and Healthcare Organization.
• Environmental, Occupational, or Nutritional Hygiene (Physician-Hygienist / Public Health Inspector).
• Family Medicine / General Practitioner.
• Master of Public Health (MPH).

Department of Propeduetics of Internal Diseases and Family Medicine

• Family Medicine / General Practitioner.
• Internal Medicine (Physician-Internist).
• Cardiology.
• Pulmonology.
• Gastroenterology.

Department of Obstetrics and Pediatrics

• Obstetrics and Gynecology (Obstetrician-Gynecologist).
• Pediatrics (Physician-Pediatrician).

• Neonatology (Physician-Neonatologist).
• Pediatric Surgery or Pediatric Infectious Diseases.

Department of Clinical Disciplines

• Neurology and Neurosurgery (Physician-Neurologist).
• Psychiatry and Narcology (Physician-Psychiatrist / Narcologist).
• Dermatovenerology (Physician-Dermatovenerologist).
• Otorhinolaryngology (ENT Specialist / Otolaryngologist).
• Ophthalmology (Physician-Ophthalmologist / Oculist).
• Infectious Diseases and Epidemiology (Physician-Infectious Disease Specialist).
• Internal Medicine / General Practitioner.

Department of Pharmacy

• "Pharmacy" (Qualification: Pharmacist / Provizor, etc.).
• "Chemistry" (Degree in Chemistry, Biochemistry, or Organic Chemistry) or "Biology" (with a profile in Botany or Plant Physiology).

REQUIREMENTS FOR THE SPECIALTIES "GENERAL MEDICINE" AND "OBSTETRICS" OF THE MEDICAL COLLEGE:

For instructors of clinical disciplines (internal medicine, surgery, obstetrics, gynecology, pediatrics, intensive care):

• Higher medical education (Specialist Diploma/MD equivalent in "General Medicine" or "Pediatrics").

• Document certifying the completion of an internship (internatura) / clinical residency (ordinatura) in the profile of the taught discipline.

• Valid Specialist Certificate.

• For instructors of specialized manipulative disciplines and nursing:

• Professionals with higher medical education in "Nursing" (Academic Bachelor's/Master's degree) or experienced feldsher-midwives/certified midwives of the highest qualification category who possess a degree or qualification in pedagogy are eligible.

REQUIREMENTS FOR THE SPECIALTY "PHARMACY":

For instructors of core pharmaceutical disciplines (pharmacognosy, pharmaceutical chemistry, technology of medicines, pharmacy organization and economics):

• Higher pharmaceutical education (Pharmacist/Provizor Diploma in "Pharmacy").

• Document certifying the completion of an internship (internatura) or primary specialization in the respective profile.

• Valid Pharmacist (Provizor) Certificate.

For instructors of pharmacology and clinical pharmacology:

• Higher pharmaceutical (Pharmacist) or higher medical education (Physician in "General Medicine" or "Pediatrics").

For instructors of laboratory and practical sessions:

• Pharmacists (professionals with secondary vocational education) of the highest qualification category, who have extensive experience in the pharmaceutical industry and have undergone pedagogical professional retraining, may also be admitted.

REQUIREMENTS FOR THE SPECIALTY "NURSING"

For instructors of core nursing disciplines (Fundamentals of Nursing, Patient Care, Nursing in Internal Medicine, Surgery, Pediatrics):

• Higher medical education: Degree in "Nursing Management" or "Registered Nurse with Higher Education" (Bachelor's/Master's degree).

• Or higher medical education (Physician) in "General Medicine" or "Pediatrics" with the corresponding clinical residency/internship.

• Valid Specialist Certificate.

For instructors of clinical practical sessions:

• Experienced nurses (professionals with secondary vocational education) of the highest qualification category, who have extensive work experience in practical healthcare (hospitals/polyclinics) and have undergone pedagogical retraining, may also be admitted.

REQUIREMENTS FOR THE SPECIALTY "ORTHOPEDIC STOMATOLOGY" (DENTAL TECHNOLOGY)

For instructors of specialized orthopedic disciplines (Dental Prosthesis Manufacturing Technology, Orthodontic Appliance Manufacturing, Materials Science):

• Higher medical education: Higher education in "Stomatology" (Degree in Dentistry/DDS/DMD equivalent) and residency/internship in "Orthopedic Stomatology".

• Or secondary vocational education in "Orthopedic Stomatology" (Dental Technician Diploma), highest qualification category, along with a certificate of professional retraining in pedagogy.