

**Resolution No. 1**

**Of the meeting No. 12 of the Representative Board of the  
Georgian Technical University dated June 29, 2016**

At the meeting No. 12 of the Representative Board of the Georgian Technical University dated June 29, 2016 the Administrative Head of the GTU – Professor Ketevan Kokrashvili presented the issue about the draft of unified procedure for hiring the support staff of the GTU.

The Representative Board of the Georgian Technical University establishes as follows: the unified procedure for hiring the support staff of GTU should be approved.

Speaker of the GTU Representative Board

Professor

*[signed; sealed]*

Jemal GAKHOKIDZE

*[Copy conforms to the original]*

# Procedure for Hiring the Support Staff of LEPL Georgian Technical University

## Chapter I

### General Provisions

#### Article 1. Scope

1. This procedure was developed in accordance with the Georgian Law on Higher Education and the Charter of the Georgian Technical University approved by the Order No. 133 of the Minister of Education and Science of Georgia on Approval of Charter of LEPL Georgian Technical University dated September 9, 2013. The procedure defines the rules for hiring support staff.
2. For the vacant positions of University support staff, a person is hired without competition and/or on the basis of competition.
3. Heads of the structural unit will be appointed to the vacant positions of support staff without competition, a person will be hired to other vacant positions of support staff by competition. The criteria for identifying a person with appropriate qualifications for the purpose of conducting the competition and selecting a candidate are determined by this procedure.
4. The Head of the University Administration is responsible for ensuring the effective and complete implementation of the procedures established by this rule, if necessary, to raise the issue of making changes in the established procedures.

#### Article 2. Principles of conducting the competition

The competition is conducted considering the principles of objectivity, transparency, non-discrimination, publicity, collegiality and correctness at the University.

## Chapter II

### Competition Commission

#### Article 3. Goals and objectives

1. In the event of a vacancy, a competitive commission (hereinafter - the Commission) is established for the purpose of hiring the University's support staff through competition.
2. The purpose of the Competition Commission is to select the appropriate candidate, considering the requirements of the vacant position.
3. The tasks of the Commission are to assess the candidate's professional level, abilities, personal qualities, qualifications and determine the level of compliance with the requirements of the position to be held.

#### Article 4. Composition of the Commission

1. The Commission includes the Chairperson and members of the Commission.
2. The Chairperson of the Commission is appointed by the Rector of the University.

3. The composition of the Commission is determined by the Chairperson of the Commission, which must include the head of the relevant structural unit of the University, a representative of the head of the University Administration, a specialist in the relevant field, as well as another person by the decision of the Rector.

#### **Article 5. Commission working procedure**

1. The working procedure of the Commission is determined by the Chairperson of the Commission.
2. The meeting of the Commission is valid if more than half of the members are present.
3. The decision of the Commission is made in accordance with Article 15 of this procedure.
4. The meeting of the Commission is formalized by the protocol, which is signed by the Chairperson and the attending members of the Commission. The member of the Commission has the right to add his dissenting opinion to the protocol, about which a corresponding entry is made in the protocol.

#### **Article 6. Exclusion of a member of the Commission**

1. Before the start of the competition, the member of the Commission is obliged to declare in advance about all the circumstances that may prevent him/her from objectively evaluating the candidate and making an impartial decision towards the candidate.
2. In the case provided for in the first paragraph of this article, the member of the Commission is obliged to apply for self-exclusion. The member of the mentioned Commission cannot participate in the evaluation of the candidate and in making a decision regarding the candidate.
3. In the event that a member of the Commission does not declare the existence of the circumstances provided for in the first paragraph of this article, and the aforementioned becomes known to the Commission during the course of the competition, the evaluation of the candidate by the member of the relevant Commission will not be taken into account when making the final decision. In addition, a disciplinary penalty may be applied to him.
4. In the event that a member of the Commission does not declare the existence of the circumstances provided for in the first paragraph of this article, and the aforementioned becomes known to the Commission after the end of the competition, a disciplinary penalty may be applied to this member.

#### **Article 7. Complaints Commission**

1. In order to consider claims related to the procedures and results of the competition, a Complaints Commission is established by order of the Rector.
2. The number and composition of the members of the Complaints Commission is determined by the Rector.
3. The Complaints Commission includes the Chairperson, deputy Chairperson and members of the Commission. A member of the Commission who participated in the conduct of any stage of the competition cannot be part of the Complaint Commission.
4. In the absence of the Chairperson of the Complaints Commission, his duties are performed by the deputy Chairperson.
5. The meeting of the Complaints Commission is authorized if more than half of the members are present. Each member of the Commission has one vote.

6. The decision of the Complaints Commission is made by a simple majority of the votes of the members present. In the event of a tie vote, the vote of the Chairperson shall be decisive.

7. The decision of the Complaints Commission is formalized by the protocol of the meeting signed by the Chairperson of the Complaints Commission and the attending members. A member of the Complaints Commission has the right to express a different opinion and attach it to the protocol, about which a corresponding record is made.

8. Contestants have the right to appeal to the Complaints Commission no later than 2 working days after the announcement of the results of each stage of the competition. The application filed in the name of the Complaints Commission will be considered in no more than 3 working days. Regarding the decision made, a protocol will be drawn up on the detected defect and will be submitted to the Commission for a final decision.

9. The final decision is made by the Commission considering the decision of the Complaints Commission.

### **Chapter III**

#### **Competition**

##### **Article 8. Announcement of Competition**

1. The head of the structural unit of the University (in the case of a basic educational unit, its head) is obliged to submit the attached request form (Appendix No. 1) about the need to hold a competition in the office of the head of administration if there is a vacancy in the subordinate unit.

2. The announcement of the Competition for filling the vacant position of support staff by the office of the head of the administration and relevant information is published on the University's website and in the official print media.

3. The announcement of the Competition must include:

- a) The name of the institution, the name and number of positions to be filled by Competition;
- b) Requirements for the candidate (proper knowledge and experience, basic skills);
- c) Duties provided for the relevant position;
- d) The amount of official salary;
- e) The address of the Commission;
- f) The list of necessary documents and the deadline for submission.

##### **Article 9. Documents to be submitted for the competition**

To participate in the competition, the candidate must submit to the commission:

- a) Application for participation in the Competition according to the attached form (Appendix No. 1);
- b) Curriculum Vitae (CV) and cover letter;
- c) Copies of documents confirming education or relevant qualifications;
- d) One colored photograph (size 3X4);

e) Copy of identity document;

#### **Article 10. Candidates who have the right to participate in the Competition**

1. Only those candidates who meet the requirements of the Competition announced to fill the vacant position have the right to participate in the Competition.
2. On the instructions of the head of the University Administration, the employee of the administration, together with the representative of the structural unit where the competition is announced, selects from the submitted applications and prepares a list of candidates who meet the relevant requirements within a reasonable time and sends it to the Commission.

#### **Article 11. Requirements to be imposed on the candidate**

1. A person who has reached the age of 18 and meets the requirements for the vacant position has the right to participate in the Competition.
2. Qualification requirements for candidates are determined by the Rector's order.

### **Chapter IV**

#### **Procedure for Conducting the Competition**

#### **Article 12. Competition stages**

1. The Competition is conducted by the Commission.
2. The Competition can be held in the form of an interview and/or testing, the decision on which is made by the head of the relevant structural unit of the University in agreement with the Chairperson of the Commission.
3. Before conducting the interview and/or testing, the documents submitted by the candidates will be selected in order to determine the compliance of the information contained therein with the established requirements and the suitability of the candidate for the position to be held.
4. The topic of the test or interview should be published on the official website of the University at least 10 days before the Competition.
5. The meeting of the Commission is held no earlier than 10 days after the announcement of the Competition.

#### **Article 13. Testing**

1. The test is conducted in written form. Testing may include both general skills, intelligence, personal characteristics, and professional testing. Considering the specifics of the position to be held, the subject of professional testing and the number of necessary points are approved by the Rector on the recommendation of the Commission.
2. In order to receive a positive assessment, the candidate must accumulate the necessary number of points (minimum threshold) determined by the order of the Rector.
3. Tests shall not be accessible except to authorized persons.

#### **Article 14. Interview**

1. During the interview with the candidate, the Commission shall use a pre-developed questionnaire that will allow to obtain information on the candidate's skills, professional qualifications and experience needed to fill the vacant position.
2. Questions may be asked in a specified order. It is also possible to ask additional questions around specific issues, depending on the answers given by the candidate.
3. A predetermined questionnaire of identical content is used for each candidate.
4. The members of the Commission, except for the representative of the head of the University administration, during the interview, fill in the evaluation form of the candidate according to professional skills (Appendix No. 2).
5. During the interview, the representative of the head of the University Administration fills out the candidate evaluation form according to personal skills (Appendix No. 3).
6. The evaluation points of the candidates indicated individually by the members of the commission are summed up in the total form of evaluation of the candidates (Appendix No. 4).

#### **Article 15. Consideration of candidacies by the Commission and decision-making**

1. After interviewing the candidates and/or testing them, the Commission will consider the points obtained during the evaluation of each candidate for the position to be held at a meeting in their absence.
2. To make a decision, the Commission uses the candidate's total evaluation form, considering the results of the interview and/or testing.
3. All candidates participating in the competition for a specific vacancy are evaluated individually.
4. Based on the evaluation, the Commission nominates one candidate for the relevant position or refuses to nominate a candidate.
5. Information about the results of the Competition will be reported to the Rector within a week after the end of the Competition.
6. The Rector, on the basis of the minutes of the Commission meeting, makes a decision to appoint a person to a vacant position or to refuse to appoint a person.
7. The Chairperson of the Commission or another authorized person of the Commission not later than 5 days after the decision is made, informs each candidate in writing of the decision made against him.

#### **Article 16. Canceled Competition**

The Competition is considered failed if no application for participation in it has been submitted, as well as if the Commission refuses to nominate a candidate for appointment to the position.

Application Letter

To the Chairperson of the Competition Commission  
Of the Citizen .....

.....  
.....  
.....  
.....

/Name, surname, ID No., address, contact phone number/

I have familiarized with the Georgian Technical University’s statement regarding the announcement of the Competition for the vacant positions of the University's support staff and I wish to participate in the Competition to fill the vacant position of

.....

I hereby confirm that I have read and agree to the internal regulations of the University, the code of ethics, the rules for hiring University support staff, the terms of election to a vacant position, and contractual requirements.

Signature: .....

.....

/Date/

Registered: \_\_\_\_\_

Date

\_\_\_\_\_

No. According to the registration log

Received by: \_\_\_\_\_

Name, surname

\_\_\_\_\_

Signature

Selection Competition:

.....  
(Title of the position)

Evaluation form of candidates according to professional skills

No.	Candidate's name, surname	Score	Evaluator's comment
1			
2			
3			

Evaluator's comment	Signature
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The candidate's skills should be evaluated in relation to the functions and duties:

1 - Unacceptable; 2 - Below average; 3 - Competent; 4 - Very good; 5 - Exceeds expectations; 5 + Overqualified

In addition to the above list, the evaluator has the right to choose the following evaluation categories: 1.3 points, 2.5 points, 4.4 points, etc.



Selective Competition:

.....  
*(Title of the position)*

Evaluation form of candidates according to professional skills

	Candidate's name, surname	Personal skills	Score	Total score	Evaluator's comment
1					
2					
3					

The candidate's skills should be evaluated in relation to the functions and duties:

1 - Unacceptable; 2 - Below average; 3 - Competent; 4 - Very good; 5 - Exceeds expectations; 5 + Overqualified

In addition to the above list, the evaluator has the right to choose the following evaluation categories: 1.3 points, 2.5 points, 4.4 points, etc.

## Evaluation form of candidates according to professional skills

Title of the position

	Candidate					
	Member of Commission					
1						
2						
3						
4						
5						
6						
Total score of evaluation						
Arithmetic mean						