



ეროვნული თავდაცვის აკადემია NATIONAL DEFENCE ACADEMY

LEPL - Rules for Hiring Support Personnel at the David Agmashenebeli Georgian National Defence Academy

Article 1. Scope of Regulation

1. The rule determines the conditions for the recruitment and employment of support personnel of the LEPL - David Agmashenebeli Georgian National Defence Academy (hereinafter referred to as the Academy).
2. Support personnel include persons necessary for the activities of the Academy as specified in the staff list, except for administrative, academic and military personnel.

Article 2. Purpose and objectives of the competition

1. The purpose of the competition is to select the best candidate, taking into account the requirements established for filling a vacant position.
2. The objectives of the competition are:
 - a) to ensure equal access to participation in the competition;
 - b) the selection of candidates for a vacant position is carried out through an open competition, in full compliance with the principles of transparency, equality and fair competition.

Article 3. Rules for announcing the competition

1. The decision to announce a competition for a vacant position is made by the Head of the Academy, based on a substantiated application/request from the head of the relevant structural unit.
2. The Academy announces a competition for the recruitment of support personnel through the website administered by the Government Administration (www.hr.gov.ge).
3. The date, conditions, qualification requirements, stages, list of documents and deadlines for the competition are established by an individual legal act of the Head of the Academy.

Article 4. Submission of an application for participation in the competition

1. To participate in the competition, the candidate shall submit an application only in electronic form through the website administered by the Government Administration (www.hr.gov.ge).
2. The candidate wishing to participate in the competition is obliged to submit the competition documentation requested by the order of the Head of the Academy in compliance with the specified conditions and deadlines.

Article 5. Rights and Responsibilities of the Academy

The rights and obligations of the Academy are:

- a) To announce the competition on the website administered by the Government Administration and on the official website of the Academy.
- b) To inform the participants of the competition about the results of the competition no later than 5 working days after the end of the competition.
- c) To terminate the announced competition in the event of reorganization, liquidation, merger with another public institution, insufficient budgetary funds and/or other unforeseen objective reasons of the Academy and to notify the candidates electronically and/or in writing;
- d) To exercise other rights and obligations stipulated by the legislation of Georgia related to the competition.

Article 6. Rights and obligations of the candidate

The candidate's rights and obligations are:

- a) to submit an electronic application for participation in the competition on the website administered by the Civil Service Bureau;
- b) to provide the Academy with accurate information and documents on compliance with the competition requirements;
- c) to appeal the results of the competition in accordance with the procedure established by the legislation of Georgia;
- d) to exercise other rights and obligations provided for by the legislation of Georgia related to the competition.

Article 7. Procedure for establishing the Commission and its composition

1. In order to ensure the organized conduct of the competition, a competition commission is established by an individual administrative-legal act of the head of the Academy.
2. The head of the Academy appoints the chairman of the commission and determines the composition of the commission.
3. The chairman of the commission appoints a deputy chairman from among the members of this commission, who replaces the chairman of the commission in the absence of the chairman of the commission.
4. The commission includes a representative of the G-1 service of the Academy headquarters, who is the secretary of the commission meeting and ensures: planning and organizing the commission meeting, maintaining documentation related to the activities of the commission.
5. During the work of the competition commission, if necessary, an expert in the relevant field may be invited.
6. A candidate cannot be a member of the commission that is to select him.

Article 8. Activities of the Commission

1. The Commission is authorized to make a decision if more than half of the members, but not less than 3 members, are present at the meeting.
2. The Commission makes a decision on the basis of a vote, the decision is considered adopted if it is supported by more than half of the members present at the meeting. In case of an equal division of votes, the vote of the chairman of the meeting is considered decisive.
3. The Commission, in accordance with this rule, assesses the candidate's compliance with the qualification requirements established for the recruitment of support personnel at the Academy.
4. The Commission's assessment of the candidate must be objective, impartial to all candidates at all stages of the competition.
5. The Commission's assessment of the candidate is based on the assessment of the documents submitted by him, the results of the interview, work experience and/or education.
6. The substantiated result of the evaluation of the candidate by the Commission shall be reflected in the minutes of the Commission meeting, which shall be signed by the Chairman of the meeting, the Secretary of the meeting and the members of the Commission present.

7. The Commission shall make a final decision no later than 1 month after the deadline for submitting applications.

Article 9. Stages of the competition, forms and conditions of its conduct

1. The competition is held in the following stages:

a) Determination of the compliance of the competition documentation submitted by the candidate with the competition requirements established by the head of the Academy in an individual legal act.

b) Interview with the competition commission, which determines the compliance of his personal qualities with the specifics of the position to be held.

2. If necessary, by decision of the commission, a test may be appointed or other selection/verification mechanisms may be used, taking into account the specifics of professional activity.

3. Determination of the compliance of the applications submitted for participation in the competition with the main formal requirements shall be ensured by the G-1 Service of the Academy Headquarters, upon the instructions of the commission, within 10 working days from the expiration of the deadline for submitting applications.

4. 7 working days before the next stage of the competition, the Commission is obliged to electronically and/or in writing notify the candidate of the non-compliance of the application submitted by him with the main formal requirements.

5. The Commission shall, no later than 5 working days after making the relevant decision, electronically and/or in writing notify each candidate of the decision made regarding him.

6. The organized conduct of the competition is ensured by the G-1 Service of the Academy Headquarters.

7. In special cases, an interview with a candidate participating in the competition may be conducted remotely.

Article 10. Annulment of Competitions

The competition is declared invalid:

a) no applications have been registered for the announced competition;

b) none of the candidates meet the criteria specified by the order of the head of the Academy;

- c) the number of members of the competition commission provided for in this rule is not present at the competition commission (the commission is not competent to make a decision);
- d) none of the candidates has received more than $\frac{1}{2}$ of the votes of the members of the competition commission present.

Article 11. Grounds for termination of the competition

1. In the event of reorganization, liquidation, merger with another public institution, insufficient budget funds and/or other unforeseen objective reasons, the Academy is authorized to terminate the announced competition at any stage, before informing the candidate of the final decision of the commission.
2. The Academy is obliged to notify the candidates of the reasoned decision on termination of the competition.

Article 12. Appealing the results of the competition

A candidate participating in a competition has the right to appeal to the court regarding the procedures, stages and results of the competition, in accordance with the procedure established by the legislation of Georgia.

Article 13. Rules for hiring support personnel without competition

1. In special cases, if a candidate meets the work experience and/or professional knowledge specified in the qualification requirements, he/she may be admitted to the Academy without the competition specified in this Rule.
2. For the purposes of this article, special cases include a pandemic and force majeure.