

Instructions for Candidate Screening for Employment at the Ministry of Mining Industry and Geology

Chapter I. General Rules

1. These Instructions (hereinafter referred to as "the Instructions") are an internal document defining the principles, requirements, procedures, and timelines for screening candidates for employment at the Ministry of Mining and Geology (hereinafter referred to as "the Ministry").

2. The objectives of these Instructions are:

verifying the information provided by the candidate about themselves, their professional activities, and their familial and business connections with other individuals and legal entities;

ensuring the establishment of employment relationships with individuals capable of performing their duties honestly, efficiently, and impartially, in compliance with the legislation of the Republic of Uzbekistan and the Ministry's internal regulations;

minimizing the risks of entering into employment relationships with candidates who lack the knowledge and experience necessary to fulfill their job duties, are prone to violations, or whose employment may pose reputational, corruption, or other risks to the Ministry;

selecting competent, honest, diligent, and law-abiding personnel for positions involving leadership and material responsibility.

3. These Instructions do not apply to positions whose recruitment is regulated by the legislation of the Republic of Uzbekistan under special procedures.

Chapter II. Key Terms

4. For the purposes of these Instructions, the following key terms are used:

Corrupt actions: Material interest of an employee in the form of personal or intermediary gains through bribery, demands or offers of money, securities, property, property rights, or services in exchange for actions or inaction in the interest of the briber; facilitation in receiving or transferring bribes; unlawful use of official position to obtain such benefits.

Conflict of interest: A situation where the personal (direct or indirect) interest of a Ministry employee hinders or may hinder the proper performance of their official duties, creating a conflict between the employee's personal interests and the rights and lawful interests of citizens, the Ministry, or the state.

Candidate: An individual selected for a vacant position and meeting the requirements for that position in the Ministry.

Unlawful benefit: Money, property, property rights, privileges, advantages, services, intangible assets, or other material or immaterial benefits promised, offered, received, or appropriated without legal grounds.

Personal interest of an employee: The possibility for an employee to gain personal benefits such as money, property, privileges, and other material or immaterial values, due to their familial or other connections with persons capable of influencing their official duties.

Close relatives: Relatives by blood or marriage, including parents, full and half-siblings, spouses, children (including adopted children), grandparents, grandchildren, as well as the parents, full and half-siblings of a spouse.

Chapter III. General Requirements and Timelines for Candidate Screening

5. Responsibility for candidate screening lies with the Human Resources Development and Management Department and the Internal Control Department for Combating Corruption.

6. Screening is conducted for all candidates applying for permanent and temporary positions, as well as for candidates employed under civil law contracts.

7. If the selection of employees is carried out by the Agency for the Development of Public Service under the President of the Republic of Uzbekistan (hereinafter referred to as "the Agency"), candidate screening is conducted after the approval of the protocol of the candidate selection commission but before the conclusion of the employment contract.

8. If candidate selection is conducted without the involvement of the Agency, screening is carried out after successful professional selection and testing but prior to the conclusion of the employment contract.

9. Candidate screening is conducted within 5 (five) working days.

10. If it is objectively impossible to complete the screening within the prescribed period, it may be extended by an additional 5 (five) working days.

Chapter IV. Collection of Documents and Information for Screening

11. Staff from the Human Resources Development and Management Department and the Internal Control Department for Combating Corruption (hereinafter referred to as "the Executor") conducting candidate screening must obtain the following documents:

Copies of documents required for employment in accordance with Article 124 of the Labor Code of the Republic of Uzbekistan.

A completed and signed declaration from the candidate in accordance with the Ministry's internal document on conflict-of-interest management.

12. If there are incomplete sections in the candidate's application form, the Executor may request the missing information from the candidate.

13. The Executor is entitled to request clarifications and additional information regarding the submitted documents.

14. In cases where a candidate refuses to provide the requested documents or information, the screening may be conducted based on publicly available data and information at the Executor's disposal, as well as through official inquiries. This refusal is recorded in the final screening report.

15. A candidate's refusal to provide documents not stipulated by the Labor Code of the Republic of Uzbekistan is not grounds for denial of employment.

Chapter V. Sources of Information for Candidate Screening

16. Candidate screening involves analyzing the information provided by the candidate, as well as information obtained from public sources or official inquiries.

17. Information sources for candidate screening must meet the requirements of legality and objectivity. The Executor may send official inquiries to government agencies, the candidate's previous employers, educational institutions, etc., to verify the provided data.

18. The Executor may request information from law enforcement agencies to check for criminal records or links to fraud, corruption, or violence.

19. The following open information sources may be used to verify candidate data:

Agency for Public Services Platform for checking data on legal entities and individual entrepreneurs: https://fo.birdarcha.uz/s/ru_landing

Unified State Register of Enterprises and Ministries (EGRPO): <https://stat.uz/ru/uslugi-1/svedeniya-iz-egrpo>

Tax Authorities' E-Government Portal: <https://my.soliq.uz/main/?lang=ru>

Open Data Portal of the Republic of Uzbekistan: <https://data.gov.uz/ru>

Land Resources and State Cadastre Department: <http://kadastr.uz/ru>

Debtors Database for Enforcement Proceedings: <https://mib.uz>

Search engines (e.g., Google, Yandex, etc.).

This list is indicative and may be amended or expanded as necessary.

Chapter VI. Screening Focus Areas

20. Candidate screening is conducted in the following areas:

Verification of the absence of unexpunged criminal records or instances of administrative, criminal, or disciplinary liability for economic offenses, including corruption.

Verification of the absence of court-imposed bans on holding managerial positions for candidates applying for leadership roles.

Confirmation of the absence of information about the candidate or their close relatives engaging in corruption, fraud, or other unlawful activities.

Verification of the absence of negative references from previous workplaces.

Identification of potential conflicts of interest involving the candidate.

Identification of other risk indicators regarding the candidate (e.g., a lifestyle inconsistent with officially declared income in social media and mass media).

21. Screening in these areas is mandatory. If necessary, the list of screening areas may be expanded.

Chapter VII. Candidate Screening Results

22. Following the screening, the Executor prepares a candidate screening report (in the format of Appendix 1 to these Instructions), which is stored in the Human Resources Development and Management Department. Information about the screening is recorded in the Candidate Screening Register (Appendix 2 to these Instructions).

23. The Human Resources Development and Management Department of the Ministry is responsible for collecting data entered into the Candidate Screening Register and for the proper storage of the Register.

Chapter VII. Candidate Screening Results

24. If one or more risk indicators (answers "Yes") are identified in sections 3.1, 3.2, 3.3, or 3.4 of the screening report, a negative conclusion is issued based on the screening results.

25. In cases where corruption risks are identified, the Executor must propose measures to mitigate these risks or, if mitigation is not feasible, issue a negative conclusion.

26. When a negative conclusion is issued regarding a candidate's employment, the decision to refuse employment is made based on a memorandum prepared by the division's management, in agreement with the supervising deputy minister and the head of the Human Resources Development and Management Department. A copy of the screening report must be attached to the memorandum.

27. If a candidate with proposed measures to mitigate corruption risks is hired, the manager is responsible for monitoring the timely and effective implementation of these measures.

28. The hiring and transfer of employees within the Ministry are carried out in accordance with the procedure developed based on Presidential Decree No. PF-5843 of October 3, 2019, "On Measures for the Fundamental Improvement of Personnel Policy and the State Service System in the Republic of Uzbekistan."

29. The employment contract with the Ministry employee must include an anti-corruption clause (Appendix 3).

Chapter VIII. Documentation and Retention Periods for Screening Records

30. Candidate screening results (including the Screening Report and related documents) are confidential and must not be disclosed to Ministry employees or third parties not involved in the recruitment and screening process.

31. Only Executors have access to the Candidate Screening Register.

32. Other employees may access this information only with written permission from the minister or their deputy.

33. If the candidate is hired, the original screening report must be stored in their personnel file in accordance with the legislation of the Republic of Uzbekistan.

34. A copy of the screening report, along with documents and data confirming the information in the report, must be retained by the Human Resources Development and Management Department for at least 10 years.

35. Screening results for candidates not hired by the Ministry must be retained for three years.

36. If a candidate applies for a position in the Ministry within two years of their last screening, a repeat screening is not required (except for conflict-of-interest checks). If more than two years have passed since the last screening, the candidate must undergo a new screening.

Chapter IX. Final Provisions

37. These Instructions are subject to revision and amendment in the event of changes to the legislation of the Republic of Uzbekistan or the need to improve the candidate screening process.

38. Employees found guilty of violating the provisions of these Instructions may be subject to disciplinary and other liability as prescribed by the legislation of the Republic of Uzbekistan and the Ministry's internal documents.