



## THE PROCEDURE FOR ENTERING CITIZENS INTO PUBLIC SERVICE

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<p><b>Received:</b> 14<sup>th</sup> February 2025 <b>Accepted:</b> 11<sup>th</sup> March 2025</p>	<p>It is considered one of the most important institutions that organize the activities of the public service, state bodies and organizations. The development and effective functioning of each state is directly related to the involvement of its citizens in public service. Therefore, it is necessary that the procedure and criteria for the admission of citizens to public service are clearly established. The correct and fair functioning of these procedures ensures the social justice of the state, the protection of the rights and freedoms of citizens. In this article, information about the procedure for entering citizens into public service is collected and the topic is discussed in detail.</p>

**Keywords:** *Civil service, citizens, admission procedure, selection process, legal framework, professional development, competition.*

The civil service is one of the main elements of the effective functioning of each state. The successful activities of each state body and organization are directly related to its qualified and knowledgeable employees. The procedure for accepting citizens into public service, on the other hand, plays an important role in ensuring social justice in society. If the process of attracting citizens to public service is fair, transparent and competitive, the performance of state bodies and the quality of service to citizens will increase. Also, the established criteria and processes for entering the civil service make it possible to ensure the correct selection of citizens, assessment of their qualifications and implementation of requirements for service. The transparency and fairness of this system, on the other hand, strengthens trust among citizens and increases the prestige of the civil service system. This article analyzes the process of entering public service, its principles, legal framework and the effective functioning of procedures.

Laws and regulations on the procedure for the admission of citizens to public service serve to protect the effective functioning of the state and legal guarantees of citizens. The law of the Republic of Uzbekistan "on Public Service", adopted on April 4, 2017, is the main legal document intended to regulate all aspects of the public service system. This law coordinates the admission of citizens to public service, their appointment to positions, professional development, performance assessment and other important issues.

The procedure for the admission of citizens to public service is clearly defined and consists of certain stages, and the correct Organization of each stage

strengthens the trust between the citizen and the state. There are the following main stages for entering public service.

At the first stage, an announcement is made on the vacant positions. When there are vacancies in public bodies or organizations, they are published on the official media or on the official websites of public bodies. The announcements will contain information indicating the need to apply for a position, take an exam or participate in a competition. Announcements only provide opportunities for candidates and ensure transparency of the process.

At the second stage, the process of securing applications and documents is carried out. Candidates must fill out their applications and submit specified documents. These documents include documents such as passports, certificates of education and professional development. The documents are checked on the basis of the requirements established for the Civil Service, and the qualifications and legal basis of the candidate are checked.

Tests and exams form the third stage. In many cases, an examination or test is required to enter public service. These exams are based on the norms established by the special commission, and its main purpose is to determine the qualifications, knowledge and skills of candidates. Tests and exams generally include general knowledge, professional literacy, legal knowledge, and other important areas. This stage is necessary to ensure that only qualified and prepared candidates are selected.

At the fourth stage, the selection and commission process is carried out. Based on the results of the exam or test, the commission decides to select



candidates and admit those who scored the highest points to the civil service. The selection process should be fair, transparent and open. For this, the participation of observers, the public and the media in the selection process is ensured.

In the fifth stage, advanced training and preparatory courses can be held. Candidates admitted to public service must participate in special training courses, training or training programs. Through these courses, candidates gain in-depth knowledge of the tasks, laws, ethics, work processes and other important aspects of the civil service. Training is aimed at ensuring the professionalism and readiness of candidates for service.

At the last stage, the process of appointment and employment is carried out. After selection and qualification processes, candidates are appointed to public service positions. The appointed candidates are provided with all the information necessary for them to start their work, the rules of Service and career directions. This process makes it possible for the candidate to start his career in the public service.

Each stage of the process of entering the civil service is aimed at selecting fair, transparent and highly qualified candidates. The proper organization of this process will help to build mutual trust between citizens and the state and increase the efficiency of the civil service. The process of entering public service, with each stage and step, is organized on the basis of important basic principles. These principles will be necessary to ensure the effective and fair functioning of the civil service.

It is also necessary to ensure competitiveness in the process of entering public service, to ensure the selection of only the best candidates. Competition leads to the involvement of only high-quality and responsible specialists in the public service system through the correct assessment of the knowledge, skills and qualifications of candidates. In this way, the public authorities operate effectively, the overall quality of the public service increases and directly affects the quality of services provided to citizens. In addition, skill development and preparatory courses play an important role in the process of admission to the civil service. Through these courses, new workers, adapting to the requirements of the civil service, improve their skills and make it possible to work more efficiently. All this ensures the effective and social justice-based operation of the public service system.

The process of entering public service is one of the main elements of the effective functioning of the state. The correct Organization of this process ensures not only the provision of state bodies with qualified

personnel, but also the provision of social justice, the protection of the rights and freedoms of citizens. The procedure for entering public service also plays an important role in ensuring transparency and Justice of the activities of state bodies.

The process of admission of citizens to public service should be carried out, first of all, on the basis of clear and transparent criteria in order to create fair and equal opportunities. In this case, the public service system is organized on the basis of internal and external requirements. Qualifications, knowledge, experience and legal knowledge should be the main criteria when choosing qualified and competent candidates for the civil service. Of great importance in this process is the openness of choice, the need to ensure competitiveness and transparency.

In the process of entering public service, all activities must be carried out within the framework of regulatory legal acts, laws and decrees established by state bodies. These create basic legal norms to protect the rights of candidates, as well as to ensure a fair passage of the process. At the same time, through qualification courses, exams, tests and other competitions, candidates must demonstrate their knowledge and skills. This, in turn, contributes to the effective functioning of the Civil Service and the strengthening of citizens' confidence in the state.

Under the principle of justice, every citizen in the process of Public Service must have equal opportunities. The only factor to consider is the qualifications, knowledge and professional ability of the candidate. An important aspect of this principle is that there should be no discrimination or dishonesty in the process of entering public service. Each citizen must be under the same conditions to test their capabilities, not discriminated against based on their nationality, gender, religion, or other personal characteristics. In this way, the operation of the principle of Justice strengthens trust among citizens and ensures the stability of the civil service.

The main purpose of the principle of transparency is to make all stages of the process of entering public service open and clear. At each stage of the process, citizens can know their rights and obligations and, if necessary, protect them. Transparency also ensures the impartiality of decisions of public bodies and organizations, which helps prevent corruption and other illegal acts. Announcements, applications, exams, competitions and other processes must be open and general, constantly monitored by citizens.

According to the competence principle, competency and professional knowledge of candidates



must be the main criteria in admission to public service. To work in the civil service, candidates only need to be qualified, experienced and knowledgeable in their field. Competence is an important factor that ensures the effective functioning of the Civil Service and is necessary for each body and organization of the state to carry out its functions at a high level. It also helps to create a fair and responsible civil service system for citizens by conducting competency and competence-based competitions.

The essence of the principle of competition lies in the fact that in the process of entering public service, candidates must be selected based on their knowledge and skills. Ensuring competitiveness in the selection process allows candidates to test their potential. Competition also increases the quality of public service by selecting candidates with the best qualifications and knowledge. The implementation of such a principle will help to maximize the knowledge and skills of candidates, to ensure that the civil service is ready to change and adapt to the requirements.

The procedure for entering public service in the Republic of Uzbekistan is regulated under the law "on public civil service". This law guarantees the principles of equality, openness and justice in the entry of citizens into public service. It is on these principles that professional, qualified, selfless and responsible personnel are selected and a system of Public Administration is formed. The civil service system plays a decisive role in the economic, political and social development of the country. Legitimacy, transparency and competitiveness play an important role in the entry of citizens into public service.

There are two main forms of civil service, one of which is civil service, which includes employees operating in state governing bodies, the other is the system of military and law enforcement services. The procedure for entering the civil service today, based on modern approaches, operates as a digitized, automated and open system. Candidates carry out the filing process electronically, which not only saves their time, but also serves to simplify the process. There are two main forms of civil service, one of which is civil service, which includes employees operating in state governing bodies, the other is the system of military and law enforcement services. The procedure for entering the civil service today, based on modern approaches, operates as a digitized, automated and open system. Candidates carry out the filing process electronically, which not only saves their time, but also serves to simplify the process. Announcements are made through single selection portals, while tests and exams are conducted under predetermined criteria. The testing

processes take place under video and technical surveillance to prevent any artificial interference and wrongdoing. The assessment process also takes into account the candidate's level of knowledge, professional training, psychological state and communicative skills.

**In conclusion**, the process of entering public service is aimed at creating a system for citizens that is fair, transparent and competently based. At each stage, the principles of justice, transparency, competence and competition are required to apply. Building on these principles, it increases the quality of public service, strengthens trust among citizens and ensures the effective functioning of state bodies. Through stages such as announcements, applications, exams, competitions and advanced training courses, candidates test their skills and knowledge. The transparent and fair passage of these processes increases the competitiveness and efficiency of the civil service. Also, competence and the selection of qualified candidates will help ensure high quality of Public Service. In this way, the public service access system ensures not only efficient operation, but also the creation of more open and fair opportunities for citizens.

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