

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities of the Administrative Personnel Branch Directorate;

- To carry out appointment procedures for personnel placed at our University by ÖSYM as a result of KPSS,
- To carry out appointment procedures for candidates placed under Laws No. 3713 and 2828,
- To submit quarterly tables on filled/vacant administrative positions to the Presidency of Strategy and Budget and the Ministry of Family and Social Services,
- To process position cancellation, creation (ihdas), and amendment procedures,
- To process grade promotions and step/seniority advancements for all administrative staff,
- To evaluate SGK, BAĞ-KUR and military service procedures for all administrative personnel,
- To process intra- and inter-agency transfers and temporary assignments,
- To carry out adjustment procedures for administrative personnel who have completed higher education,
- To grant one-step advancement under Articles 37 and 64 of Law No. 657 for personnel with no disciplinary penalties for eight years,
- To finalize separation (clearance) procedures for those leaving due to transfer, resignation, retirement, or other reasons,
- To handle procedures for permanent workers and matters related to the worker staff,
- To conduct promotion and title-change exam procedures and oversee orientation trainings,
- To record personnel file data in the relevant information systems,
- To process data for the İŞKUR and UYS systems.