

ORDER No. \_\_\_\_\_/MINFOPRA/ of \_\_\_\_\_  
to announce professional competitive examinations to recruit into  
the corps of Court Registry civil servants

**THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE  
REFORM,**

Mindful of the Constitution;

Mindful of decree No. 75/459 of 26 June 1975 to determine the salary system  
of civil and military personnel of the Republic of Cameroon;

Mindful of decree No. 75/771 of 18 December 1975 on the special rules and  
regulations of the corps of Court Registry civil servants and all amendments  
thereto;

Mindful of decree No. 75/791 of 18 December 1975 to fix the salary index scale  
of various cadres of civil servants;

Mindful of decree No. 94/199 of 7 October 1994 on the General Rules and  
Regulations of the Public Service, as amended and supplemented by decree No.  
2000/287 of 12 October 2000;

Mindful of decree No. 2000/696/PM of 13 September 2000 to fix the general  
system of government competitive examinations;

Mindful of decree No. 2005/086 of 29 March 2005 to organize the Ministry of  
the Public Service and administrative Reform;

Mindful of decree No. 2006/308 of 22 September 2006 to reshuffle the  
Government;

**HEREBY ORDERS AS FOLLOWS:**

**Article 1:** a) Professional competitive examinations to recruit into the  
corps of Court Registry civil servants have been announced. The number of  
available places for the various categories is distributed as follows:

- 15 (fifteen) Court Registry Administrators of the second grade of the  
'A' category of the Public Service;
- 35 (thirty-five) Senior Court Registrars of the second grade of the 'B'  
category of the Public Service;
- 100 (one hundred) Court Registrars of the first grade of the 'B' category  
of the Public Service;
- 20 (twenty) Assistant Court Registrars of the first grade of the 'C'  
category of the Public Service.

b) The said competitive examinations shall take place on **21 August 2010** in Yaoundé, the **only examination centre**.

**Article 2: Requirements**

<b>Nature of examination</b>	<b>cat</b>	<b>Age limit</b>	<b>Seniority required</b>	<b>Remarks</b>
<b>Court Registry Administrators</b>	<b>A1</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Senior Court Registrars</b>
<b>Senior Court Registrars</b>	<b>B2</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Court Registrars</b>
<b>Court Registrars</b>	<b>B1</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Assistant Court Registrars</b>
<b>Assistant Court Registrars</b>	<b>C</b>	45 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Court Registry Assistants</b>

**Article 3 : File composition**

Candidates' complete application files shall be submitted, against a receipt, at the Ministry of the Public Service and Administrative Reform, Department of State Human Resources Development, In-service Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, not later than **16 July 2010**. The files shall comprise the following documents:

- 1-** a registration form bearing a CFA 1000 f fiscal stamp. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service;
- 2-** a receipt attesting payment of a registration fee of CFA 20 000 francs (twenty thousand) issued by either the Service Head for In-service Competitive Examinations (Room 403) at the Ministry or the Head of the Recruitment and Training Service at the Regional

Delegations of the Ministry of the Public Service and Administrative Reform;

3 – a certified true copy of the candidate’s absorption, reclassification, advancement in grade or change of corps instrument, where applicable;

4 - a certified true copy of birth certificate

5 - an attestation of effective presence;

6 - 2 (two) passport-size photographs;

7 - an envelope bearing a 500 franc stamp and the candidate’s address.

**N.B.:** a) All incomplete or late files or files containing documents signed by the Police shall be rejected.

b) The authentication of career instruments shall be done in the Ministry of the Public Service and Administrative Reform.

**Article 4: SYLLABUS AND EXAMINATION TIMETABLE**

a) - A detailed syllabus for the examination is appended to this order.

b) - The written and oral parts of the examination shall be scheduled as follows:

**1 - Written part**

<b>Date</b>	<b>Paper</b>	<b>Time allowed</b>	<b>Time</b>	<b>Coef.</b>	<b>Eliminatory mark</b>
21 August 2010	General Knowledge	4 hrs.	8:a.m. – 12 a.m.	4	5/20
	Technical paper	4 hrs.	1 p.m. – 5 p.m.	6	5/20

**2 - Oral part**

a) Only for candidates who are declared successful in the written part of the examinations for the ‘A’ and ‘B’ categories.

<b>Date</b>	<b>Paper</b>	<b>Coef.</b>	<b>Time</b>
To be announced	Interview with a jury	1	As from 8 a.m.
	Language	1	

b) The Minister of the Public Service and Administrative Reform shall announce the date and timetable for the oral part of the examination through a press release.

## **Article 5: PUBLICATION OF RESULTS**

The final results of the competitive examination shall be published through an instrument signed by the Minister of the Public Service and Administrative Reform.

Yaoundé,

### **Copies**

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- PM / SG
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**MINISTER OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM**

# **SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS TO RECRUIT SENIOR COURT REGISTRY ADMINISTRATORS AND COURT REGISTRY ADMINISTRATORS**

## **I. GENERAL KNOWLEDGE**

- Literature**
- Philosophy**
- Economic and social history of contemporary world**
- Current affairs**

## **II. ADMINISTRATIVE LAW**

- General Administrative Law**
- Land Estate Law**
- Public Service Law**
- Administrative Disputes**
- Public Contracts**
- Administrative Organization**
- Public Institutions and Public and Semi-public Enterprises**
- Administrative Ethics**
- Public Liberties**
- Decentralization**

## **III. ECONOMY**

- Economic and Monetary Community of Central African States**
- Bank of Central African States**
- Economic Liberalization of Cameroon**
- Economy of Developing Countries**
- World Economy**
- Globalization**
- Monetary Policy (Franc zone)**
  
- Fight against Poverty**
- Currency**
- International Cooperation**

#### **IV. COURT REGISTRY**

- **General Principles**
- **Managerial Organization of Court Registry**
- **Functional Organization of Courts**
- **Court Registry Accounts**
- **Administrative Writing**

#### **V. CIVIL AND CRIMINAL PROCEDURES**

- **Trials Guidelines**
- **Judgments and their Enforcements**
- **Detention and Remand in Custody**
- **Role of the Court Registrar in the Judgment**

# **SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS TO RECRUIT SENIOR COURT REGISTRARS AND COURT REGISTRARS**

## **I. GENERAL KNOWLEDGE**

- Current affairs
- Literature
- Economic and social history of contemporary world

## **II. ADMINISTRATIVE LAW**

- General Administrative Law
- Land Estate Law
- Public Service Law
- Administrative Disputes
- Public Contracts
- Administrative Organization
- Public Institutions and Public and Semi-public Enterprises
- Administrative Ethics
- Public Liberties
- Decentralization

## **VI. ECONOMY**

- Economic and Monetary Community of Central African States
- Bank of Central African States
- Economic Liberalization of Cameroon
- Economy of Developing Countries
- World Economy
- Globalization
- Monetary Policy (Franc zone)
- Fight against Poverty
- Currency

## **VII. COURT REGISTRY**

- **General Criminal Law**
- **Criminal Procedure**
- **Civil and Commercial Procedure**
- **Judiciary Organization**
- **Administrative Organization of Courts**
- **Practice of Court Registry**

# **SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS TO RECRUIT ASSISTANT COURT REGISTRARS**

## **I. GENERAL KNOWLEDGE**

- Current affairs
- History of Cameroon

## **II. CIVIL AND COMMERCIAL PROCEDURE / JUDICIARY ORGANIZATION**

- Civil and Commercial Procedure Code
- Procedure in social matters
- Bankruptcy and Judiciary Liquidation
- Commercial Enterprises
- Judgments and Orders: various categories of appeals
- Enforcement of Judgments and Orders: various ways of instituting proceedings
- Bailiffs' writs
- Judiciary Organization

## **III. CRIMINAL PROCEDURE AND PRACTICE OF COURT REGISTRY**

- Criminal Procedure Code
- Common Law Criminal Courts: competence, composition, institution of proceedings
- Military Courts: competence, composition, institution of proceedings
- Classification of offences: the scale of sanctions
- Judgments and Orders in criminal matters: enforcement of decisions
- Appeals in criminal matters

## **IV. AN OPTIONAL PAPER ON TYPING OR COMPUTER TYPING**

ORDER No. \_\_\_\_\_/A/MINFOPRA of  
to announce professional competitive examinations to recruit into the corps of  
Revenue Services civil servants (Treasury)

**THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,**

Mindful of the Constitution;  
Mindful of decree No. 75/459 of 26 June 1975 to determine the salary system  
of civil and military personnel of the Republic of Cameroon;  
Mindful of decree No. 75/791 of 18 December 1975 to fix the salary index scale  
of various cadres of civil servants;  
Mindful of decree No. 75/776 of 18 December 1975 on the special rules and  
regulations of the corps of Revenue Services civil servants;  
Mindful of decree No. 94/199 of 7 October 1994 on the General Rules and  
Regulations of the Public Service, as amended and supplemented by  
decree No. 2000/287 of 12 October 2000;  
Mindful of decree No. 2000/696/PM of 13 September 2000 to fix the general  
system of government competitive examinations;  
Mindful of decree No. 2004/320 of 8 December 2004 to organize the  
Government, as amended and supplemented by decree  
No.2007/268 of 7 September 2007;  
Mindful of decree No. 2005/086 of 29 March 2005 to organize the Ministry of  
the Public Service and administrative Reform;  
Mindful of decree No.2006/308 of 22 September 2006 to reshuffle the  
Government;

**HEREBY ORDERS AS FOLLOWS:**

**Article 1:** Professional competitive examinations to recruit into the corps  
of Revenue Services civil servants have been announced. The number of  
available places for the various categories is distributed as follows:

- 10 (ten) Senior Treasury Inspectors of the second grade of the ‘A’  
category of the Public Service;
- 10 (ten) Treasury Inspectors of the first grade of the ‘A’ category of the  
Public Service;
- 15 (fifteen) Senior Treasury Controllers of the second grade of the ‘B’  
category of the Public Service;

- 15(fifteen) Treasury Controllers of the first grade of the ‘B’ category of the Public Service;
- 10 (ten) Assistant Treasury Controllers of the ‘C’ category of the Public Service

**b) The written part of these examinations shall take place on 21 August 2010 in Yaoundé, the only examination centre**

**Article 2: GENERAL REQUIREMENTS**

<b>Nature of examination</b>	<b>cat</b>	<b>Age limit</b>	<b>Seniority required</b>	<b>Remarks</b>
Senior Treasury Inspectors	<b>A2</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	Open for Treasury Inspectors
Treasury Inspectors	<b>A1</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	Open for Senior Treasury Controllers
Senior Treasury Controllers	<b>B2</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	Open for Treasury Controllers
Treasury Controllers	<b>B1</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	Open for Assistant Treasury Controllers
Assistant Treasury Controllers	<b>C</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	Open for Clerical Assistants of Treasury

**ARTICLE 3: FILE COMPOSITION**

Candidates’ complete application files shall be submitted, against a receipt, at the Ministry of the Public Service and Administrative Reform, Department of State Human Resources Development, In-service Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, Recruitment and Training Service, not later than **16 July 2010** The files shall comprise the following documents:

1. a registration form bearing a CFA 1000 fiscal stamp. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service;
2. a receipt attesting payment of a registration fee of CFA 20 000 francs (twenty thousand) issued by either the Service Head for In-service Competitive Examinations (Room 403) at the Ministry or the Head of the Recruitment and Training Service at the Regional Delegations of the Ministry of the Public Service and Administrative Reform;
3. a certified true copy of the candidate's absorption, reclassification, advancement in grade or change of corps instrument, where applicable;
4. a certified true copy of birth certificate;
5. an attestation of effective presence;
6. 2 (two) passport-size photographs
7. an envelop bearing a 500 franc stamp and the candidate's address

**N.B.: a) All incomplete or late files or files containing documents signed by the Police shall be rejected.**

**b) The authentication of career instruments shall be done in the Ministry of the Public Service and Administrative Reform.**

**Article 4: SYLLABUS AND EXAMINATION TIMETABLE**

(1) The syllabus for these competitive examinations is appended to this order

(2) The written and oral parts of the examination shall be scheduled as follows:

**1-Written papers:**

<b>Date</b>	<b>Time</b>	<b>Paper</b>	<b>Time allowed</b>	<b>Coef.</b>	<b>Eliminatory mark</b>
21 August 2010	8:a.m. – 12 p.m.	General Knowledge	4 hrs.	4	5/20
	1 p.m. – 5 p.m.	Technical paper	4 hrs.	6	5/20

**2 -Oral papers**

a) Only for candidates who are declared successful in the written part of the examinations for the 'A' and 'B' categories.

<b>Date</b>	<b>Paper</b>	<b>Coef.</b>	<b>Time</b>
To be announced	Interview with a jury	1	As from 8 a.m.
	Language	1	

- b) The Minister of the Public Service and Administrative Reform shall announce the date and timetable for the oral part of the examination through a press release.

**Article 5: Publication of results**

The final results of the competitive examination shall be published through an instrument signed by the Minister of the Public Service and Administrative Reform.

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- PM / SG
- MFPRA/DDRHE /CELCOM
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Yaoundé,

**MINISTER OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM**

**SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS FOR THE  
RECRUITMENT OF SENIOR TREASURY INSPECTORS AND TREASURY  
INSPECTORS**

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**I - GENERAL KNOWLEDGE**

**II – ADMINISTRATIVE LAW**

- General Administrative Law
- Land estate law
- Public Service law
- Administrative disputes
- Public contracts
- Administrative organization
- Administrative institutions and public and semi public enterprises
- Administrative ethics
- Public liberties.
- Decentralization

**III – PUBLIC FINANCES**

**IV –ECONOMICS**

- Economic and Monetary Community of Central African States
- The Bank of Central African States
- Liberalization of Cameroon Economy
- Economy of Developing countries;
- International economy
- Globalization
- Monetary policy (Franc zone)
- Fight against poverty.
- Money

**V – TREASURY**

- Collection of public revenue
- Public accounting
- Public expenditure
- Centralization of accounting operations
- Auditing
- Public finance reform

- Financial and monetary markets in the CEMAC Zone
- Reform of payment system in the CEMAC Zone

**SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS FOR THE RECRUITMENT OF SENIOR TREASURY CONTROLLERS AND TREASURY CONTROLLERS**

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**I - GENERAL KNOWLEDGE**

**II – ADMINISTRATIVE LAW**

- General Administrative Law
- Land estate law
- Public Service law
- Administrative disputes
- Public contracts
- Administrative organization
- Administrative institutions and public and semi public enterprises
- Administrative ethics
- Public liberties.

**III – PUBLIC FINANCES**

**IV –ECONOMICS**

- Economic and Monetary Community of Central African States
- The Bank of Central African States
- Liberalization of Cameroon Economy
- Economy of Developing countries;
- International economy
- Globalization
- Monetary policy (Franc zone)
- Fight against poverty.

**V – TREASURY**

- Collection of public revenue
- Public accounting
- Public expenditure
- Council and public enterprise accounting
- Centralization of accounting operations
- Auditing

- Functioning of the unique account of the Treasury

**SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS  
FOR THE RECRUITMENT OF ASSISTANT TREASURY CONTROLLERS**

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**I - GENERAL KNOWLEDGE**

**II – ADMINISTRATIVE LAW**

- General Administrative Law
- Public Service law
- Administrative organization

**III – PUBLIC FINANCES**

**IV –ECONOMICS**

- Fight against poverty.

**V – FISCAL LAW**

- Collection of State revenue
- Public accounting
- Public expenditure
- Centralized accounting
- Auditing

ORDER No. \_\_\_\_\_/MINFOPRA of \_\_\_\_\_

**to announce professional competitive examinations to  
recruit into the corps of General Administration**

**THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,**

Mindful of the Constitution;

Mindful of decree No. 75/459 of 26 June 1975 to determine the salary system of civil and military personnel of the Republic of Cameroon;

Mindful of decree No. 75/791 of 18 December 1975 to fix the salary index scale of various cadres of civil servants;

Mindful of decree No. 75/761 of 18 December 1975 on the Special Rules and Regulations of the corps of General Administration civil servants;

Mindful of decree No. 94/199 of 7 October 1994 on the General Rules and Regulations of the Public Service as amended and supplemented by decree No. 2000/287 of 12 October 2000;

Mindful of decree No. 2000/696/PM of 13 September 2000 to lay down the General Rules and Regulations for government competitive examinations;

Mindful of decree No. 2004/320 of 8 December 2004 to organize the Government;

Mindful of decree No. 2005/086 of 29 March 2005 to organize the Ministry of the Public Service and Administrative Reform;

Mindful of decree No. 2006/308 of 22 September 2006 to reshuffle the Government;

**HEREBY ORDERS AS FOLLOWS:**

**Article 1:** a) Professional competitive examinations to recruit into the corps of General Administration have been announced. The number of available places for the various categories is distributed as follows:

- 10 (ten) Senior Administrative Officers of the second grade of the 'A' category of the Public Service;
- 10 (ten) Administrative Officers of the first grade of the 'A' category of the Public Service;
- 20 (twenty) Senior Executive Officers of the second grade of the 'B' category of the Public Service;

- 20 (twenty) Executive Officers of the first grade of the ‘B’ category of the Public Service;
- 50 (fifty) Clerical Officers of the “C” category of the Public Service.

b) The written part of the said examinations shall take place in Yaoundé, the only examination centre on **21 August 2010**.

**Article 2. General Requirements**

<b>Nature of examination</b>	<b>cat</b>	<b>Age limit</b>	<b>Seniority required</b>	<b>Remarks</b>
<b>Senior Administrative Officers</b>	<b>A2</b>	50 years at most as at 1 January 2010	Having served for at least five years in the grade as at 1 January 2010	Open for Administrative Officers
<b>Administrative Officers</b>	<b>A1</b>	50 years at most as at 1 January 2010	Having served for at least five years in the grade as at 1 January 2010	Open for Senior Executive Officers
<b>Senior Executive Officers</b>	<b>B2</b>	50 years at most as at 1 January 2010	Having served for at least five years in the grade as at 1 January 2010	Open for Executive Officers
<b>Executive Officers</b>	<b>B1</b>	50 years at most as at 1 January 2010	Having served for at least five years in the grade as at 1 January 2010	Open for Clerical Officers
<b>Clerical Officers</b>	<b>C</b>	45 years at most as at 1 January 2010	Having served for at least five years in the grade as at 1 January 2010	Open for Clerical Assistants

**Article 3: File composition**

Candidates’ complete application files shall be deposited, against a receipt, at the Ministry of the Public Service and Administrative Reform, Department of State Human Resources Development, In-service Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, not later than **16 July 2010**. The files shall comprise the following documents:

1. a registration form bearing a CFA 1000 fiscal stamp. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service;
2. a receipt attesting payment of a registration fee of CFA 20 000 francs (twenty thousand) issued by either the Service Head for In-service Competitive Examinations (Room 403) at the Ministry or the Head of the Recruitment and Training Service at the Regional Delegations of the Ministry of the Public Service and Administrative Reform;
3. a certified true copy of the candidate's absorption, reclassification, advancement in grade or change of corps instrument, where applicable;
4. a certified true copy of birth certificate ;
5. an attestation of effective presence;
6. 2 (two) passport-size photographs.
7. an envelop bearing a CFA f 500 stamp and the candidate's address

**N.B.: a) All incomplete or late files or files containing documents signed by the Police shall be rejected.**

**b) The authentication of career instruments shall be done in the Ministry of the Public Service and Administrative Reform.**

**Article 4: Syllabus and Timetable**

- a) A detailed syllabus for the examination is appended to this order.
- b) The written and oral parts of the examination shall be scheduled as follows:

**1- Written part**

<b>Date</b>	<b>Paper</b>	<b>Time allowed</b>	<b>Time</b>	<b>Coef.</b>	<b>Eliminatory mark</b>
21 August 2010	General Knowledge	4 hrs.	8:a.m. – 12 a.m.	4	5/20
	Technical paper	4 hrs.	1 p.m. – 5 p.m.	6	5/20

**2- Oral part**

- a) Only for candidates of the “A” and “B” categories who have been declared successful in the written part of the examination

<b>Date</b>	<b>Paper</b>	<b>Coef</b>	<b>Time</b>
To be announced	Interview before a panel	1	As from 8 a.m.
	Language	1	

b) The Minister of the Public Service and Administrative Reform shall announce the date and timetable for the oral part of the examination through a press release.

**Article 5: Publication of results**

The final results of the competitive examinations shall be published through an instrument signed by the Minister of the Public Service and Administrative Reform.

Yaoundé,

**Copies**

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**MINISTER OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM,**

**SYLLABUS OF THE PROFESSIONAL COMPETITIVE  
EXAMINATIONS FOR RECRUITMENT INTO THE CORPS OF  
GENERAL ADMINISTRATION**

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**A - SENIOR ADMINISTRATIVE OFFICERS AND  
ADMINISTRATIVE OFFICERS**

**I - GENERAL KNOWLEDGE**

**II – ADMINISTRATIVE LAW**

- General Administrative Law
- Land estate law
- Public Service law
- Administrative disputes
- Public contracts
- Administrative organization
- Administrative institutions and public and semi public enterprises
- Administrative ethics
- Public liberties

**III – CONSTITUTIONAL LAW**

- Various systems of government
- Various types of States
- Cameroon's constitutions from 1972 up till date

**IV– PUBLIC FINANCES**

**IV –ECONOMICS**

- Economic and Monetary Community of Central African States
- Liberalization of Cameroon Economy
- Economy of Developing countries;
- International economy
- Globalization
- Monetary policy (Franc zone)
- Fight against poverty.
- International monetary system
- Price policy
- Competition and monopoly

## **B – EXECUTIVE OFFICERS AND SENIOR EXECUTIVE OFFICERS**

### **I - GENERAL KNOWLEDGE**

### **II – ADMINISTRATIVE LAW**

- General Administrative Law
- Land estate law
- Public Service law
- Administrative disputes
- Public contracts
- Administrative organization
- Administrative institutions and public and semi public enterprises
- Administrative ethics
- Public liberties

### **III – CONSTITUTIONAL LAW**

- Various systems of government
- Various types of States
- Cameroon's constitutions from 1972 up till date

### **IV– PUBLIC FINANCES**

### **V –ECONOMICS**

- Economic and Monetary Community of Central African States
- Liberalization of Cameroon Economy
- Economy of Developing countries;
- International economy
- Globalization
- Monetary policy (Franc zone)
- Fight against poverty.
- International monetary system
- Price policy
- Competition and monopoly

## **C – CLERICAL OFFICERS**

### **I - GENERAL KNOWLEDGE**

### **II – ADMINISTRATIVE LAW**

- General Administrative Law
- Public Service law
- Administrative organization

### **III – CONSTITUTIONAL LAW**

- Various systems of government

### **IV– PUBLIC FINANCES**

### **IV –ECONOMICS**

- Fight against poverty.

**MINISTRY OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM**

**REPUBLIC OF CAMEROON  
Peace – Work – Fatherland**

**ORDER No. \_\_\_\_\_/MINFOPRA of \_\_\_\_\_**

**To announce professional competitive examinations for recruitment  
into the corps of Agriculture civil servants**

**THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,**

Mindful of the Constitution;

Mindful of decree No. 75/459 of 26 June 1975 to lay down the remuneration system of civil and military personnel of the Republic of Cameroon;

Mindful of decree No. 75/791 of 18 December 1975 to determine the salary index scale of various cadres of civil servants;

Mindful of decree No. 75/785 of 18 December 1975 on the special rules and regulations of the corps of rural production civil servants;

Mindful of decree No. 94/199 of 7 October 1994 on the General Rules and Regulations of the Public Service, as amended and supplemented by decree No. 2000/287 of 12 October 2000;

Mindful of decree No. 2000/696/PM of 13 September 2000 to lay down the general system of government competitive examinations;

Mindful of decree No. 2004/320 of 8 December 2004 to organize the Government, as amended and supplemented by decree No. 2007/268 of 7 September 2007;

Mindful of decree No. 2005/086 of 29 March 2005 to organize the Ministry of the Public Service and administrative Reform;

Mindful of decree No. 2006/308 of 22 September to reshuffle the Government;

**HEREBY ORDERS AS FOLLOWS:**

**Article 1:** a) Professional competitive examinations to recruit into the corps of Agriculture civil servants have been announced. The number of available places for the various categories is distributed as follows:

- 10 (ten) Senior Agricultural Engineers of the second grade of the 'A' category of the Public Service;

- 45 (forty-five) Agricultural Engineers of the first grade of the ‘A’ category of the Public Service;
- 45 (forty-five) Senior Agricultural Technicians of the second grade of the ‘B’ category of the Public Service;
- 45 (forty-five) Agricultural Technicians of the first grade of the ‘B’ category of the Public Service.
- 10 (ten) Assistant Agricultural Technicians of the “C” category of the Public Service

**b) The said examinations shall take place on 21 August 2010 in Yaoundé, the only examination centre**

### **Article 2. Requirements**

	<b>Nature of examination</b>	<b>cat</b>	<b>Age limit</b>	<b>Seniority required</b>	<b>Remarks</b>
1	Senior Agricultural Engineers	A2	50 years at most on 1 Jan. 2010	Five years’ effective service in the grade as at 1 January 2010	Open for Agricultural Engineers
2	Agricultural Engineers	A1	50 years at most on 1 Jan. 2010	Five years’ effective service in the grade as at 1 January 2010	Open for Senior Agricultural Technicians
3	Senior Agricultural Technicians	B2	50 years at most on 1 Jan. 2010	Five years’ effective service in the grade as at 1 January 2010	Open for Agricultural Technicians
4	Agricultural Technicians	B1	50 years at most on 1 Jan. 2010	Five years’ effective service in the grade as at 1 January 2010	Open for Assistant Agricultural Technicians
5	Assistant Agricultural Technicians	C	45 years at most on 1 Jan. 2010	Five years’ effective service in the grade as at 1 January 2010	Open for Agricultural Technical Assistants

### **Article 3: File composition**

Candidates’ complete application files shall be deposited, against a receipt, at the Ministry of the Public Service and Administrative Reform, Department of State Human Resources Development, In-service Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service not later than **16 July 2010**. The files shall comprise the following documents:

- 1- a registration form bearing a CFA 1000 f fiscal stamp. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service;
- 2- a receipt attesting payment of a registration fee of CFA 20 000 francs (twenty thousand) issued by either the Service Head for In-service Competitive Examinations (Room 403) at the Ministry or the Head of the Recruitment and Training Service at the Regional Delegations of the Ministry of the Public Service and Administrative Reform;
- 3 - A copy of the candidate's absorption, reclassification, advancement in grade or change of corps instrument, where applicable;
- 4 - A certified true copy of birth certificate
- 5 - An attestation of effective presence;
- 6 - 2 (two) passport-size photographs;
- 7 - An envelop bearing a 500 francs stamp and the candidate's address.

**N.B.: a) All incomplete or late files or files containing documents signed by the Police shall be rejected.**

**b) The authentication of career instruments shall be done by the Ministry of the Public Service and Administrative Reform.**

**Article 4: SYLLABUS AND EXAMINATION TIMETABLE**

b) - A detailed syllabus for the examination is appended to this order.

b)- The written and oral parts of the examination shall be scheduled as follows:

**1 - Written part**

Date	Paper	Time allowed	Time	Coef.	Eliminatory mark
21 August 2010	General Knowledge	4 hrs.	8:a.m. – 12 a.m.	4	5/20
	Technical paper	4 hrs.	1 p.m. – 5 p.m.	6	5/20

**2 - Oral part**

b) Only for candidates who are declared successful in the written part of the examinations for the 'A' and 'B' categories.

Date	Paper	Coef	Time
To be announced	Interview with a jury	1	As from 8 a.m.
	Language	1	

b) The Minister of the Public Service and Administrative Reform shall announce the date and timetable for the oral part of the examination through a press release.

### **Article 5: PUBLICATION OF RESULTS**

The final results of the competitive examination shall be published through an instrument signed by the Minister of the Public Service and Administrative Reform.

Yaoundé,

#### **Copies**

- PRC / SG
- PM / SG
- MFPRA/DDRHE/CELCOM
- MINADER
- All Reg. Del. MFPRA
- Notice board
- File/Records

**MINISTER OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM**



**SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS FOR RECRUITMENT INTO THE AGRICULTURE  
CORPS**

<b>NATURE</b>	<b>SUBJECT</b>		<b>MAIN TOPIC</b>
<b>RECRUITMENT OF SENIOR AGRICULTURAL ENGINEERS</b>	<b>General Knowledge</b>		The funding of agriculture in Africa and the world
			Issues of agricultural, cooperative and community training
			International agreements and agricultural development in emerging countries
			Organic Farming
			Development partners (role, duties, approach)
			Agro-pastoral systems
			Soil conservation, fertility and fertilization.
			Agricultural regional and world problems
			New international agreements and their impact on Cameroon agriculture
			Various tools of planning and participatory development
			Genetically engineered organisms
	<b>TECHNICAL PAPER</b>	<b>Special Agriculture</b> (Botany, technical itineraries, socio-economic aspects, conservation...)	Amylaceous plants (cereals, roots and tubers)
			Oil-producing plants (oil palm tree, groundnuts, soya bean...) vegetable oil
			Market gardening
			Stimulating plants (coffee, cocoa,tea,tobacco...)
		<b>Special Animal breeding</b> (Breeds and species, Breeding system, Hygiene, Prophylaxis, specie study...)	Mono gastric stock breeding (poultry, pig...)
			Poly gastric stock breeding (cattle, sheep, goats)
			Other stock breeding (bee farming, aula codes rearing, snail production, fish farming...)
		-Economy and extension	-Theories (demand, supply, production and costs, markets), economic agents and operations Innovations, motivation, extension tools and methods, extension programme
-Programmes/projects		Types of project, logical framework, project sheet, project cycle, TERMS OF REFERENCE	

<b>RECRUITMENT OF AGRICULTURAL ENGINEERS</b>	<b>General Knowledge</b>		The challenges of Cameroon agriculture
			The challenges of the rural world
			Agriculture and rural development
			The cooperative law: the difficulties of its implementation
			The various remedial approaches
	<b>TECHNICAL PAPER</b>	<b>MODULES: Special Agriculture</b> (Botany, technical itineraries, socio-economic aspects, conservation...)	Amylaceous plants (cereals, roots and tubers)
			Oil-producing plants (oil palm tree, groundnuts, soya bean...) vegetable oil
			Market gardening
			Stimulating plants (coffee, cocoa,tea,tobacco...)
		<b>Special Animal breeding</b> (Breeds and species, Breeding system, Hygiene, Prophylaxis, specie study...)	Mono gastric stock breeding (poultry, pig...) Poly gastric stock breeding (cattle, sheep, goats) Non conventional stock breeding and fish farming
-Management of farms and extension	Operating statement, optimum combination of production factors, inventory management/innovation sources, leadership, animation techniques, community action, motivation		
- Programmes/projects	Project cycle, objectives, indicators, evaluation		

<b>RECRUITMENT OF SENIOR AGRICULTURAL TECHNICIANS</b>	General Knowledge		The challenges of Cameroon agriculture
			The problems of the rural world
			Elaboration and implementation of a development action
			Actors of the rural world
			Agriculture and rural development
			The cooperative law: the difficulties of its implementation
			The various tools of planning and participatory development
	TECHNICAL PAPER	<b>MODULES: Special Agriculture</b> (Botany, technical itineraries, socio-economic aspects, conservation...)	Amylaceous plants (cereals, roots and tubers)
			Oil-producing plants (oil palm tree, groundnuts, soya bean...) vegetable oil
			Market gardening
			Stimulating plants (coffee, cocoa, tea, tobacco...)
		<b>Special Animal breeding</b> (Breeds and species, Breeding system, Hygiene, Prophylaxis, specie study...)	Mono gastric stock breeding (poultry, pig...)
			Poly gastric stock breeding (cattle, sheep, goats)
			Non conventional stock breeding and fish farming
		-Management of farms and extension	Operating statement, optimum combination of production factors, inventory management/innovation sources, leadership, animation techniques, community action, motivation
- Programmes/projects	Project cycle, objectives, indicators, evaluation		

<b>RECRUITMENT OF AGRICULTURAL TECHNICIANS</b>	<b>General Knowledge</b>		Description of a problem in the rural world
			Organisation of an actor in a rural world
			Structure of a government action
			Remedial approach by a local actor
			Agriculture and gender
			The importance of agriculture in the Cameroon economy
	<b>TECHNICAL PAPER</b>	<b>MODULES: Special Agriculture</b> (Botany, technical itineraries, socio-economic aspects, conservation...)	Amylaceous plants (cereals, roots and tubers)
			Oil-producing plants (oil palm tree, groundnuts, soya bean...) vegetable oil
			Market gardening
			Stimulating plants (coffee, cocoa,tea,tobacco...)
		<b>Special Animal breeding</b> (Breeds and species, Breeding system, Hygiene, Prophylaxis, specie study...)	Mono gastric stock breeding (poultry, pig...)
			Poly gastric stock breeding (cattle, sheep, goats)
			Non conventional stock breeding and fish farming
		-Management of farms and extension	Operating statement, inventory management/innovation sources, leadership, animation techniques and tools, motivation
- Programmes/projects		Project cycle, objectives, indicators, evaluation	





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**ORDER No.** \_\_\_\_\_ **/MINFOPRA/ of** \_\_\_\_\_  
**to announce professional competitive examinations to recruit into  
the corps of Animal Industries civil servants**

**THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE  
REFORM,**

Mindful of the Constitution;  
Mindful of decree No. 75/778 of 18 December 1975 on the special rules and regulations of the corps of Animal Industries civil servants;  
Mindful of decree No. 94/199 of 7 October 1994 on the General Rules and Regulations of the Public Service, as amended and supplemented by decree No. 2000/287 of 12 October 2000;  
Mindful of decree No. 2000/696/PM of 13 September 2000 to fix the general System of government competitive examinations;  
Mindful of decree No. 2004/320 of 8 December 2004 to organize the Government, as amended and supplemented by decree No. 2007/268 of 7 September 2007;  
Mindful of decree No. 2005/086 of 29 March 2005 to organize the Ministry of the Public Service and Administrative Reform;  
Mindful of decree No. 2006/308 of 22 September to reshuffle the Government;

**HEREBY ORDERS AS FOLLOWS:**

**Article 1: a)** Professional competitive examinations to recruit into the corps of Animal Industries civil servants have been announced. The number of available places for the various categories is distributed as follows:

- 10 (ten) Senior Assistant Animal Industries Engineers of the second grade of the ‘A’ category of the Public Service;
- 10 (ten) Assistant Animal Industries Engineers of the first grade of the ‘A’ category of the Public Service;
- 50 (fifty) Senior Animal Industries Technicians of the second grade of the ‘B’ category of the Public Service;
- 50 (fifty) Animal Industries Technicians of the first grade of the ‘B’ category of the Public Service;

- 15 (fifteen) Assistant Animal Industries Technicians of the ‘C’ category of the Public Service.

b) The said competitive examinations shall take place on **21 August 2010** in Yaoundé, the **only examination centre**.

### **Article 2: General Requirements**

<b>Nature of examination</b>	<b>cat</b>	<b>Age limit</b>	<b>Seniority required</b>	<b>Remarks</b>
<b>Senior Assistant Animal Industries Engineers</b>	<b>A2</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	Open for Assistant Animal Industries Engineers. Option: aquaculture, livestock and fisheries
<b>Assistant Animal Industries Engineers</b>	<b>A1</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	Open for Senior Animal Industries Technicians. Option: aquaculture, livestock and fisheries
<b>Senior Animal Industries Technicians</b>	<b>B2</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	Open for Animal Industries Technicians. Option: aquaculture, livestock and fisheries
<b>Animal Industries Technicians</b>	<b>B1</b>	45 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	Open for Assistant Animal Industries Technicians. Option: livestock, aquaculture
<b>Assistant Animal Industries Technicians</b>	<b>C</b>	45 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	Open for Animal Industries Technical Assistants. Option: livestock, aquaculture,

### **Article 3: File composition**

Candidates’ complete application files shall be submitted, against a receipt, at the Ministry of the Public Service and Administrative Reform, Department of State Human Resources Development, In-service Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional

Delegations of the Public Service, not later than **16 July 2010**. The files shall comprise the following documents:

- 1- A registration form bearing a CFA 1000 f fiscal stamp. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service;
- 2- A receipt attesting payment of a registration fee of CFA 20 000 francs (twenty thousand) issued by either the Service Head for In-service Competitive Examinations (Room 403) at the Ministry or the Head of the Recruitment and Training Service at the Regional Delegations of the Ministry of the Public Service and Administrative Reform;
- 3 – A certified true copy of the candidate’s absorption, reclassification, advancement in grade or change of corps instrument, where applicable;
- 4 - A certified true copy of birth certificate
- 5 - An attestation of effective presence;
- 6 - 2 (two) passport-size photographs;
- 7 - An envelope bearing a 500 franc stamp and the candidate’s address.

**N.B.: a) All incomplete or late files or files containing documents signed by the Police shall be rejected.**

**b) The authentication of career instruments shall be done by the Ministry of the Public Service and Administrative Reform.**

**Article 4: SYLLABUS AND EXAMINATION TIMETABLE**

c) - A detailed syllabus for the examination is appended to this order.

b) - The written and oral parts of the examination shall be scheduled as follows:

**1 - Written part**

<b>Date</b>	<b>Paper</b>	<b>Time allowed</b>	<b>Time</b>	<b>Coef.</b>	<b>Eliminatory mark</b>
21 August 2010	General Knowledge	4 hrs.	8:a.m. – 12 a.m.	4	5/20
	Technical paper	4 hrs.	1 p.m. – 5 p.m.	6	5/20

**2 - Oral part**

- c) Only for candidates who are declared successful in the written part of the examinations for the 'A' and 'B' categories.

<b>Date</b>	<b>Paper</b>	<b>Coef.</b>	<b>Time</b>
To be announced	Interview with a jury	1	As from 8 a.m.
	Language	1	

- b) The Minister of the Public Service and Administrative Reform shall announce the date and timetable for the oral part of the examination through a press release.

### **Article 5: PUBLICATION OF RESULTS**

The final results of the competitive examination shall be published through an instrument signed by the Minister of the Public Service and Administrative Reform.

Yaoundé,

#### **Copies**

- PRC / SG
- PM / SG
- MFPA/DDRHE/CELCOM
- MINEPIA
- All Reg. Del. MFPA
- Notice board
- File/Records

**MINISTER OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM**

**SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS TO RECRUIT SENIOR ASSISTANT ANIMAL INDUSTRIES ENGINEERS AND ASSISTANT ANIMAL INDUSTRIES ENGINEERS**

**OPTIONS:**

**FISHERIES**

- General Knowledge
- Fishing
- Development of fishing activity

**LIVESTOCK**

- General Knowledge
- Pathology
- Zootechnics

**AQUACULTURE**

- General Knowledge
- Fishing equipment
- Ichthyo pathology
- Development of fishing areas

**SYLLABUS OF THE PROFESSIONAL COMPETITIVE  
EXAMINATION TO RECRUIT SENIOR ANIMAL INDUSTRIES  
TECHNICIANS**

**OPTIONS:**

**FISHERIES**

- **General Knowledge**
- **Fishing**
- **Development of fishing activity**

**LIVESTOCK**

- **General Knowledge**
- **Pathology**
- **Zootechnics**
- **Zoology**

**AQUACULTURE**

- **General Knowledge**
- **Ichthyo pathology**
- **Development of fishing areas**

**SYLLABUS OF THE PROFESSIONAL COMPETITIVE  
EXAMINATION TO RECRUIT ANIMAL INDUSTRIES  
TECHNICIANS**

**OPTIONS:**

**FISHERIES**

- **General Knowledge**
- **Development of fishing activity**
- **Ichthyo pathology**

**LIVESTOCK**

- **General Knowledge**
- **Pathology**
- **Zootechnics**

**AQUACULTURE**

- **General Knowledge**
- **Fishing tools**
- **Fishing**
- **Development of fishing areas**

**SYLLABUS OF THE PROFESSIONAL COMPETITIVE  
EXAMINATION TO RECRUIT ASSISTANT ANIMAL INDUSTRIES  
TECHNICIANS**

**OPTIONS:**

**AQUACULTURE**

- General Knowledge**
- Fishing**
- Development of fishing areas**

**LIVESTOCK**

- General Knowledge**
- Pathology**
- Zootechnics**

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**ORDER No. \_\_\_\_\_/MINFOPRA/ of \_\_\_\_\_**  
**to announce professional competitive examinations to recruit into**  
**the corps of Livestock and Maritime Fishing civil servants**

**THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE  
REFORM,**

Mindful of the Constitution;  
Mindful of decree No. 75/459 of 26 June 1975 to determine the salary system  
of civil and military personnel of the Republic of Cameroon;  
Mindful of decree No. 75/790 of 18 December 1975 on the special rules and  
regulations of the corps of Livestock and Maritime Fishing civil servants;  
Mindful of decree No. 94/199 of 7 October 1994 on the General Rules and  
Regulations of the Public Service, as amended and supplemented by decree No.  
2000/287 of 12 October 2000;  
Mindful of decree No. 2000/696/PM of 13 September 2000 to fix the general  
System of government competitive examinations;  
Mindful of decree No. 2004/320 of 8 December 2004 to organize the  
Government, as amended and supplemented by decree No. 2007/268 of 7  
September 2007;  
Mindful of decree No. 2005/086 of 29 March 2005 to organize the Ministry of  
the Public Service and Administrative Reform;  
Mindful of decree No. 2006/308 of 22 September to reshuffle the Government;

**HEREBY ORDERS AS FOLLOWS:**

**Article 1: a)** Professional competitive examinations to recruit into the  
corps of Livestock and Maritime Fishing civil servants have been announced.  
The number of available places for the various categories is distributed as  
follows:

- 30 (thirty) Veterinary Officers of the first grade of the 'A' category of  
the Public Service;
- 30 (thirty) Senior Veterinary Superintendents of the second grade of the  
'B' category of the Public Service;

- 50 (fifty) Veterinary Superintendents of the first grade of the ‘B’ category of the Public Service;
- 20 (twenty) Assistant Veterinary Superintendents of the ‘C’ category of the Public Service;

b) The said competitive examinations shall take place on **21 August 2010** in **Yaoundé**, the **only examination centre**.

### **Article 2: Requirements**

<b>Nature of examination</b>	<b>cat</b>	<b>Age limit</b>	<b>Seniority required</b>	<b>Remarks</b>
<b>Veterinary Officers</b>	<b>A1</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Senior Veterinary Superintendents</b>
<b>Senior Veterinary Superintendents</b>	<b>B2</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Veterinary Superintendents</b>
<b>Veterinary Superintendents</b>	<b>B1</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Assistant Veterinary Superintendents</b>
<b>Assistant Veterinary Superintendents</b>	<b>C</b>	45 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Veterinary Assistants</b>

### **Article 3: File composition**

Candidates’ complete application files shall be submitted, against a receipt, at the Ministry of the Public Service and Administrative Reform, Department of State Human Resources Development, In-service Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, latest **16 July 2010**. The files shall comprise the following documents:

1- a registration form bearing a CFA 1000 f fiscal stamp. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service;

3- a receipt attesting payment of a registration fee of CFA 20 000 francs (twenty thousand) issued by either the Service Head for In-service Competitive Examinations (Room 403) at the Ministry or the Head of the Recruitment and Training Service at the Regional Delegations of the Ministry of the Public Service and Administrative Reform;

3 – a certified true copy of the candidate’s absorption, reclassification, advancement in grade or change of corps instrument, where applicable;

4 - a certified true copy of birth certificate

5 - an attestation of effective presence;

6 - 2 (two) passport-size photographs;

7 - an envelope bearing a 500 franc stamp and the candidate’s address.

**N.B.: a) All incomplete or late files or files containing documents signed by the Police shall be rejected.**

**b) The authentication of career instruments shall be done by the Ministry of the Public Service and Administrative Reform.**

#### **Article 4: SYLLABUS AND EXAMINATION TIMETABLE**

d) - A detailed syllabus for the examination is appended to this order.

b) - The written and oral parts of the examination shall be scheduled as follows:

##### **1 - Written part**

<b>Date</b>	<b>Paper</b>	<b>Time allowed</b>	<b>Time</b>	<b>Coef.</b>	<b>Eliminatory mark</b>
21 August 2010	General Knowledge	4 hrs.	8:a.m. – 12 a.m.	4	5/20
	Technical paper	4 hrs.	1 p.m. – 5 p.m.	6	5/20

##### **2 - Oral part**

d) Only for candidates who are declared successful in the written part of the examinations for the ‘A’ and ‘B’ categories.

<b>Date</b>	<b>Paper</b>	<b>Coef.</b>	<b>Time</b>
To be announced	Interview with a jury	1	As from 8 a.m.
	Language	1	

b) The Minister of the Public Service and Administrative Reform shall announce the date and timetable for the oral part of the examination through a press release.

### **Article 5: PUBLICATION OF RESULTS**

The final results of the competitive examination shall be published through an instrument signed by the Minister of the Public Service and Administrative Reform.

Yaoundé,

#### **Copies**

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- PM / SG
- MFPPA/DDRHE/CELCOM
- MINEPIA
- All Reg. Del. MFPPA
- Notice board
- File/Records

**MINISTER OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM**

## **SYLLABUS FOR VETERINARY OFFICERS**

### **CATEGORY A1:**

- General Knowledge**
- Pathology**
- Zootechnics**
- Parasitology**

## **SYLLABUS FOR SENIOR VETERINARY SUPERINTENDENTS**

### **CATEGORY B2:**

- General Knowledge**
- Pathology**
- Zootechnics**
- Parasitology**

## **SYLLABUS FOR VETERINARY SUPERINTENDENTS**

### **CATEGORY B1:**

- General Knowledge**
- Pathology**
- Parasitology**

## **SYLLABUS FOR ASSISTANT VETERINARY**

### **SUPERINTENDENTS**

### **CATEGORY C:**

- General Knowledge**
- Pathology**
- Zootechnics**

ORDER No. \_\_\_\_\_/MINFOPRA/ of \_\_\_\_\_  
to announce professional competitive examinations to recruit into  
the corps of Stores Accounting civil servants

**THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE  
REFORM,**

Mindful of the Constitution;

Mindful of decree No. 75/459 of 26 June 1975 to determine the salary system  
of civil and military personnel of the Republic of Cameroon;

Mindful of decree No. 75/196 of 23 June 1975 on the special rules and  
regulations of the corps of Stores Accounting civil servants and the  
various amendments thereto;

Mindful of decree No. 94/199 of 7 October 1994 on the General Rules and  
Regulations of the Public Service, as amended and supplemented by  
decree No.2000/287 of 12 October 2000;

Mindful of decree No. 2000/696/PM of 13 September 2000 to fix the general  
System of government competitive examinations;

Mindful of decree No. 2004/320 of 8 December 2004 to organize the  
Government, as amended and supplemented by decree No. 2007/268 of 7  
September 2007;

Mindful of decree No. 2005/086 of 29 March 2005 to organize the Ministry of  
the Public Service and Administrative Reform;

Mindful of decree No. 2006/308 of 22 September to reshuffle the Government;

**HEREBY ORDERS AS FOLLOWS:**

**Article 1: a)** Professional competitive examinations to recruit into the  
corps of Stores Accounting civil servants have been announced. The number of  
available places for the various categories is distributed as follows:

- 15 (fifteen) Senior Stores Inspectors of the first grade of the ‘A’  
category of the Public Service;
- 20 (twenty) Stores Inspectors of the second grade of the ‘A’ category of  
the Public Service;

- 25 (twenty-five) Senior Stores Controllers of the second grade of the 'B' category of the Public Service;
- 10 (ten) Stores Controllers of the first grade of the 'B' category of the Public Service;
- 10 (ten) Assistant Stores Controllers of the 'C' category of the Public Service;

b) The said competitive examinations shall take place on **21 August 2010** in **Yaoundé**, the **only examination centre**.

### **Article 2: Requirements**

<b>Nature of examination</b>	<b>cat</b>	<b>Age limit</b>	<b>Seniority required</b>	<b>Remarks</b>
<b>Senior Stores Inspectors</b>	<b>A2</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Stores Inspectors</b>
<b>Stores Inspectors</b>	<b>A1</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Senior Stores Controllers</b>
<b>Senior Stores Controllers</b>	<b>B2</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Stores Controllers</b>
<b>Stores Controllers</b>	<b>B1</b>	50 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Open for Assistant Stores Controllers</b>
<b>Assistant Stores Controllers</b>	<b>C</b>	45 years at most as at 1 <sup>st</sup> January 2010	Having served for at least five years in the grade as at 1 <sup>st</sup> January 2010	<b>Stores Assistants</b>

### **Article 3: File composition**

Candidates' complete application files shall be submitted, against a receipt, at the Ministry of the Public Service and Administrative Reform, Department of State Human Resources Development, In-service Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, latest **16 July 2010**. The files shall comprise the following documents:

- 1-** a registration form bearing a CFA 1000 f fiscal stamp. The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service;
- 4-** a receipt attesting payment of a registration fee of CFA 20 000 francs (twenty thousand) issued by either the Service Head for In-service Competitive Examinations (Room 403) at the Ministry or the Head of the Recruitment and Training Service at the Regional Delegations of the Ministry of the Public Service and Administrative Reform;
- 3 –** a certified true copy of the candidate's absorption, reclassification, advancement in grade or change of corps instrument, where applicable;
- 4 -** a certified true copy of birth certificate
- 5 -** an attestation of effective presence;
- 6 -** 2 (two) passport-size photographs;
- 7 -** an envelope bearing a 500 franc stamp and the candidate's address.

**N.B.: a) All incomplete or late files or files containing documents signed by the Police shall be rejected.**

**b) The authentication of career instruments shall be done by the Ministry of the Public Service and Administrative Reform.**

**Article 4: SYLLABUS AND EXAMINATION TIMETABLE**

e) - A detailed syllabus for the examination is appended to this order.

b) - The written and oral parts of the examination shall be scheduled as follows:

**1 - Written part**

<b>Date</b>	<b>Paper</b>	<b>Time allowed</b>	<b>Time</b>	<b>Coef.</b>	<b>Eliminatory mark</b>
21 August 2010	General Knowledge	4 hrs.	8:a.m. – 12 a.m.	4	5/20
	Technical paper	4 hrs.	1 p.m. – 5 p.m.	6	5/20

## 2 - Oral part

- e) Only for candidates who are declared successful in the written part of the examinations for the 'A' and 'B' categories.

Date	Paper	Coef.	Time
To be announced	Interview with a jury	1	As from 8 a.m.
	Language	1	

- b) The Minister of the Public Service and Administrative Reform shall announce the date and timetable for the oral part of the examination through a press release.

### Article 5: PUBLICATION OF RESULTS

The final results of the competitive examination shall be published through an instrument signed by the Minister of the Public Service and Administrative Reform.

Yaoundé,

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**MINISTER OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM**

# **SYLLABUS FOR THE PROFESSIONAL COMPETITIVE EXAMINATIONS TO RECRUIT INTO THE CORPS OF STORES ACCOUNTING**

## **I. CATEGORY “A”**

### **A. SENIOR STORES INSPECTORS**

#### **1- GENERAL KNOWLEDGE**

#### **2- LAW**

- a- Theory and practice of law
- b- Administrative law
- c- Administrative disputes
- d- Disputes relating to stores
- e- Land estate and property law
- f- Administrative writing

#### **3- PUBLIC FINANCES**

- a- General principles of the budget law
- b- Drafting and execution of the budget
- c- Public contracts
- d- Auditing of budgetary operations
- e- Public expenditure
- f- Budgetary nomenclature

#### **4- ACCOUNTING**

- a- Financial accounting
- b- Administrative accounting
- c- Stores accounting
- d- Financial and stores management auditing
- e- Centralization and auditing of administrative and nominal accounts

## **B- STORES INSPECTORS**

### **1. GENERAL KNOWLEDGE**

### **2. LAW**

- a. Administrative disputes
- b. Disputes relating to stores
- c. Constitutional law
- d. Land estate and property law
- e. Administrative writing

### **3. PUBLIC FINANCES**

- a. General principles of the budget law
- b. Drafting and execution of the budget
- c. Public contracts
- d. Auditing of budgetary operations
- e. Public expenditure
- f. Local public finances

### **4. ACCOUNTING**

- a. Financial accounting
- b. Administrative accounting
- c. Stores accounting
- d. Financial and stores management auditing

## **CATEGORIES “B”**

### **A- SENIOR STORES CONTROLLERS**

#### **1. GENERAL KNOWLEDGE**

#### **2. LAW**

- a. Administrative law
- b. Constitutional law
- c. Administrative writing

#### **3. PUBLIC FINANCES**

- a. General principles of the budget law
- b. Drafting and execution of the budget
- c. Public contracts
- d. Local public finances
- e. Budget nomenclature

#### **4. ACCOUNTING**

- a. Financial accounting
- b. Stores accounting
- c. Financial and stores management auditing
- d. Accountability and auditing of management accounts

### **B. STORES CONTROLLERS**

#### **1. GENERAL KNOWLEDGE**

#### **2. LAW**

- a- Introduction to law
- b- Administrative organization
- C-State institutions
- d- Administrative writing

#### **3. PUBLIC FINANCES**

- a- Organization of MINFI and MINDAF services
- b- Execution of the State budget and that of decentralized local and regional councils
- c- Public expenditure
- d- Financial system of the State

## **5. ACCOUNTING**

- a- Financial accounting
- b- Stores accounting
- c- Accountability and auditing of management accounts

## **III CATEGORIES “C”**

### **ASSISTANT STORES CONTROLLERS**

#### **1- GENERAL KNOWLEDGE**

#### **2- PUBLIC FINANCES**

- a- Operations relating to the execution of the budget
- b- Expenditure relating to material
- c- Financial system of the State

#### **3- Accounting**

- a- Basic notions on stores accounting
- b- Book-keeping and stores accounting documents
- c- Management of goods in service, in supply and in standby position
- d- Stores accounting procedures
- e- Stores accounting operations