

ORDER No. **1/004447** /MINFOPRA OF**03 OCT 2017**

To announce a direct competitive examination to recruit 15 (fifteen) personnel into the corps of Documentation civil servants, for the 2017 session.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

Mindful of the Constitution;

Mindful of No. 086/752 of 23 June 1986 to lay down the Special Rules and Regulations of the corps of Documentation 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. 2011/408 of 9 December 2011 to organize the Government;

Mindful of decree No. 2011/410 of 9 December 2011 to form the Government;

Mindful of decree No. 2015/434 of 2 October 2015 to reshuffle the Government;

Mindful of decree No. 2012/537 of 19 November 2012 to organize the Ministry of the Public Service and Administrative Reform;

Mindful of decree No. 2000/696/PM of 13 September 2000 to fix the General System of Government Competitive Examinations,

HEREBY ORDERS AS FOLLOWS:

Article 1.- a) A direct competitive examination to recruit personnel into the corps of Documentation servants have been announced. The number of available places for the various categories is distributed as follows:

Grades	Categories	Options	Number of Places
Inspectors of Documentation	A1	Museum	5
		Library	5
Controllers of Documentation	B1	Museum	5

b) The written part of these examinations shall take place on the 18 and 19 November 2017 in Yaounde, the only examination centre.

Article 2.- REQUIREMENTS**1. General requirements:**

This examination shall be open to all Cameroonians who fulfil the general requirements for admission to government employment and conditions laid down by the General Rules and Regulations of the Public Service:

Nature of examination	Categories	Required age	Specific conditions
Inspector of Documentation	A1	Be 17 years of age at least and 34 years at most as at 1 st January 2017 (be born between 01/01/1983 and 01/01/2000).	Be holder of a Master degree in Library Studies or a recognized equivalent diploma issued by a national, foreign or international institution of training featuring in the list approved by an order of the Prime Minister. or be holder of a Bachelor



			degree in higher education and Proficiency diploma in Documentation of the level of their grade issued by a national, foreign or international institution of training featuring in the list approved by an order of the Prime Minister.
		<div style="border: 1px solid black; padding: 5px; text-align: center;"> SERVICES DU PREMIER MINISTRE VISA 000000 26 SEP 2017 PRIME MINISTER'S OFFICE </div>	
Controller of Documentation	B1	Be 17 years of age at least and 34 years at most as at 1 st January 2017 (be born between 01/01/1983 and 01/01/2000).	Be holder of the General Certificate of Education Advanced Level (GCE-A/L) obtained in two subjects excluding "Religious Knowledge" or the Baccalaureate diploma and a proficiency diploma in Documentation of the level of their grade issued by a national, foreign or international institution of training featuring in the list approved by an order of the Prime Minister.

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, Direct and Scholarship Competitive Examinations Service (4th floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, Recruitment and Training Service, latest **Friday 3 November 2017**. The files shall comprise the following documents:

1. a registration form bearing a **CFA 1000 francs** fiscal stamp in which the candidate specify his or her specialty (**Library or Museum**). The forms can be obtained from the Ministry of the Public Service and Administrative Reform or at all its Regional Delegations or downloaded at the following website address: <http://www.minfopra.gov.cm>;
2. a certified true copy of birth certificate signed by a competent civil authority;
3. a certificate of non-conviction;
4. a certified true copy of the required certificate signed by a competent civil authority;
5. an attestation of presentation of original of the required certificate signed by a competent civil authority;
6. a receipt attesting payment of a registration fee of **CFA 15 000 francs** (fifteen thousand) issued by either the Head of the Direct Competitive and Scholarship Examinations Service 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;
7. a medical certificate issued by a public sector Medical Officer;
8. 2 (two) passport-size photographs;
9. an envelope bearing a **CFA 500 francs** stamp and the candidate's address.

N.B:

- In the absence of applications in the option or quorum not met, the number of places reserved or remaining shall be redeployed to the other option.
- State employee candidates governed by the Labour Code who meet the conditions set out in Article 2 shall provide a copy of their contract or decision of employment.
- All incomplete or late files or files containing documents signed by the Police shall be rejected;
- All documents should be certified by competent civil, municipal or legal authorities and not more than 3 (three) months old at the time of submission of file.

Article 4.- SYLLABUS AND EXAMINATION TIMETABLE

1. The syllabus for this competitive examination shall be those of the training institutions that have issued the certificate required for application.
2. The written parts of the examination shall be scheduled as follows:

Date	Paper	Time	Time allowed	Coef.	Eliminatory mark
18 November 2017	General Knowledge	8 a.m. – 11 a.m.	3 hrs.	3	5/20
	Technical paper 1	12 p.m. – 4 p.m.	4 hrs.	5	5/20
19 November 2017	Technical paper 2	8 a.m. – 12 p.m.	4 hrs.	4	5/20
	Language (English for francophone candidates and French for Anglophone candidates)	1 p.m. – 3 p.m.	2 hrs.	2	5/20

3. The latest time to arrive at the examination centre is **7:00 a.m. prompt.**

Article 5.- ORAL PART OF THE EXAMINATION.

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 for candidates who have been declared successful in the written part of the examination.

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

Article 6.- 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.



Article 7.- This order shall be registered and published wherever necessary.

Yaounde, 03 OCT 2017

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

SERVICES DU PREMIER MINISTRE	
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PRIME MINISTER'S OFFICE	



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