

ORDER N° **// 002859** / MINFOPRA OF

to announce the competitive entrance examination for the recruitment of **one hundred and five (105) students** into cycle "B" of the Administrative Division of the National School of Administration and Magistracy (ENAM), for the 2017/2018 academic year.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

Mindful of the Constitution;
Mindful of Law No 99/16 of 22 December 1999 regulating the general rules and regulations governing public establishments and enterprises of the public and semi public sectors;
Mindful of Decree No 75/774 of 18 December 1975 regulating the special status of Civil Servants of General Administration;
Mindful of Decree No 75/788 of 18 December 1975 regulating the special status of civil servants of the Public Health and Social Affairs;
Mindful of Decree No 75/791 of 18 December 1975 regulating the special status of civil servants of the Labour and Social Security, modifying by the Decree No 77/243 du 15 juillet 1977 ;
Mindful of Decree No 94/199 of 7 October 1994 regulating the general status of the Public Service, together with all the amendments thereto;
Mindful of Decree No 2000/696/PM of 13 September 2000 regulating the general rules and regulations for government Competitive Entrance Examinations;
Mindful of Decree No 2005/154 of 6 May 2005 to organize the National School of Administration and Magistracy (ENAM) and the amendments thereto;
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 reshuffle the Government;
Mindful of Decree No 2012/537 of 19 November 2012 to organize the Ministry of Public Service and Administrative Reform;
Mindful of Order No 4831/MINFOPRA of 10 October 2012 regulating Studies and Schooling in the Administrative and Financial Divisions of the National School of Administration and Magistracy,

HEREBY ORDERS AS FOLLOWS:

Article 1: (1) A competitive entrance examination for the recruitment of **one hundred and five (105) students** into Cycle "B" of the Administrative Division of ENAM, is hereby announced for the 2017/2018 academic year.

(2) The number of available places is distributed as follows:

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SECTION	Number of places
General Administration	Eighty-five (85)
Labour Administration	Twenty (20)

(3) The syllabus for the examination is appended to this order.

(4) Candidates shall choose their sections while submitting their application files.

Article 2: The examination shall be open to all Cameroonians without distinction of language (English or French), who meet the following conditions:

(1) Fulfil the general requirements for employment into the public service as well as the conditions laid down by the general rules and regulations of the Public Service.

(2) Be holder of either the "Baccalaureat" or GCE-A/L with at least two subjects passed in one sitting excluding "Religious Knowledge", a "Capacité en droit" or any other foreign equivalent certificate, recognized by the Minister of Higher Education.

(3) Be thirty two (32) years of age, at most, as at 1st January 2017.

N.B.: The civil servants are not allowed to apply.



Article 3: (1) Application forms can be downloaded on ENAM's website (www.enam.cm).

(2) Examination fees stand at FCFA 15 000 (fifteen thousand francs).

(3) Examination fees shall be paid to either the Accounting Officer of ENAM for those in the Centre Region or the Regional Delegates of the Ministry of Public Service and Administrative Reform for the others, against a receipt attesting payment of the said fees.

(4) All documents shall be submitted in ENAM or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform excluding those of the Centre Region.

(5) Application forms shall be submitted in ENAM or at the Regional Delegations of the Ministry of Public Service and Administrative Reform not later than **Friday 14th July 2017**.

(6) Candidates' application files shall comprise the following documents:

- an application form bearing a CFA 1000 fiscal stamp;
- a certified true copy of the required certificate;
- an attestation of presentation of the original of the required certificate signed by the Governor or the Senior Divisional Officer;
- a receipt attesting payment of the registration fee, issued by either the Accounting Officer ENAM for those in the Centre or the Regional Delegates of the Ministry of Public Service and Administrative Reform for the others;

- a certificate of non-conviction of not more than three (3) months issued by the competent judicial authorities;
- a medical certificate of not more than three (3) months signed by a medical doctor of the public sector;
- a certified true copy of a birth certificate (handwritten or typed) signed by the competent administrative or council authorities.

NB: Any incomplete file or file containing forged or falsified documents shall be rejected.

(7) The list of candidates authorized to sit for the competitive entrance examination shall be posted in ENAM on **Friday, 1st September 2017** at the latest. Posting the list shall serve as individual notification to candidates.

Article 4: (1) The written part of the examination which shall take place exclusively at the **Yaounde Centre (ENAM)** shall be conducted following this schedule:

a) Common Papers

- General Knowledge

Duration: 4 hours, coeff. 3

Date: Saturday, 2nd September 2017 from 7:30am to 11:30am

- Constitutional Law

Duration: 4 hours, Coeff. 4

Date: Saturday, 2nd September 2017 from 1pm to 5pm

- Economics

Duration: 4 hours, Coeff. 4

Date: Sunday, 3rd September 2017 from 7:30am to 11:30am.

b) Specialized Papers

Duration: 4 hours, Coeff. 5

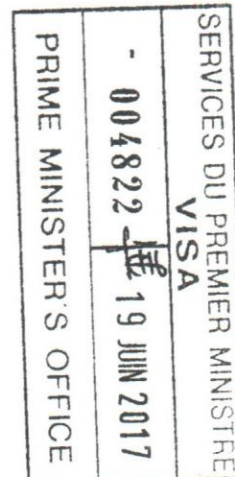
Date: Sunday, 3rd September 2017 from 1pm to 5pm.

- General Administration

* Administrative Law.

- Labour Administration

* Labour Law.



(2) Candidates are expected at the examination halls at **7 a.m.** at the latest for papers that shall be written in the morning, and **12:30 p.m.** for papers that shall be written in the afternoon.

Article 5: The oral part of the examination which shall be conducted in Yaounde (ENAM), shall comprise an interview with:

- a grand jury : coeff. 2
- a language jury : coeff.2

Article 6: All National Identity Card receipts obtained less than three months before the latest date of applications for the entrance examination shall not be accepted.

Article 7: Any case of fraud recorded before, during or after the competitive entrance examination shall be sanctioned in accordance with the laws and regulations in force.

Article 8: This order shall be registered and published in the Official Gazette in English and in French. /-

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YAOUNDE, ON 20 JUN 2017

THE MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM,



MICHEL ANGE ANGOUING