

006778

ORDER No. MINFOPRA OF 17 JUL 2019

to announce a professional competitive examination for recruitment of personnel into the corps of Revenue Services (Taxes and Registration) civil servants for the 2019 session.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

Mindful of the Constitution;

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. 2011/408 of 9 December 2011 to organize the Government, as amended and supplemented by decree No. 2018/190 of 2 March 2018;

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. 2018/191 of 2 March 2018 to reshuffle the Government;

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 professional competitive examination to recruit personnel into the corps of Revenue Services (Taxes and Registration) civil servants has been announced. The number of available places for the various categories is distributed as follows:

- 25 (twenty-five) Senior Tax Inspectors of the second grade of the "A" category of the Public Service;
- 20 (twenty) Tax Inspectors of the first grade of the "A" category of the Public Service;
- 15 (fifteen) Senior Tax Controllers of the second grade of the "B" category of the Public Service.

b) The said examination shall take place on the 23 November 2019 in Yaounde, the only examination centre.

Article 2.- REQUIREMENTS.

| Nature of examination | Cat. | Age limit | Seniority required | Remarks |
|------------------------|------|--|--|---|
| Senior Tax Inspectors | A2 | 50 years at most on 1 st January 2019 (be born after 31/12/1968). | Five years' effective service in the grade as at 1 st January 2019. | Open for Tax Inspectors, category "A1". |
| Tax Inspectors | A1 | 50 years at most on 1 st January 2019 (be born after 31/12/1968). | Five years' effective service in the grade as at 1 st January 2017. | Open for Senior Tax Controllers, category "B2". |
| Senior Tax Controllers | B2 | 50 years at most on 1 st January 2019 (be born after 31/12/1968). | Five years' effective service in the grade as at 1 st January 2019. | Open for Tax Controllers, category "B1". |

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 (4th floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service and Administrative Reform, Recruitment and Training Service, not later than **Friday 1st November 2019**. 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 and Administrative Reform or downloaded on the website: <http://www.minfopra.gov.cm>;
2. a certified true copy of birth certificate signed by a competent civil authority;
3. a receipt attesting payment of a registration fee of **CFA 20 000 francs** (twenty thousand) issued by an **EXPRESS UNION** official at the place of submission of the application files;
4. a photocopy of the candidate's absorption;
5. a photocopy of the candidate's reclassification, advancement in grade or change of corps instrument, where applicable;
6. a photocopy of the last advancement;
7. an attestation of effective presence;
8. 2 (two) passport-size photographs;
9. an envelop bearing a **500 francs CFA stamp**.

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|--------------------------------------|-------------|
| SERVICES DU PREMIER MINISTRE VISA | |
| 003337 | 15 JUL 2019 |
| PRIME MINISTER'S OFFICE | |

N.B.:

- All incomplete, late files or files containing documents signed by the Police shall be rejected.
- The certification of career instruments shall be done by the Ministry of the Public Service and Administrative Reform.

Article 4.- SYLLABUS AND EXAMINATION TIME TABLE.

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

| Date | Paper | Time allowed | Time | Coef. | Eliminatory mark |
|------------------|-------------------|--------------|------------------|-------|------------------|
| 23 November 2019 | 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 |

Candidates are reminded that the latest time to arrive the examination centre is 7 a.m. prompt.

b. Oral part.

Only for candidates who are declared successful in the written part.

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

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.

Article 6.- This order shall be registered and published wherever necessary.

Yaounde, **17 JUL 2019**



SYLLABUS OF THE PROFESSIONAL COMPETITIVE EXAMINATIONS
TO RECRUIT PERSONNEL INTO CORPS OF REVENUE SERVICES CIVILS
SERVANTS (TAXES AND REGISTRATION)

A- SENIOR TAX INSPECTORS AND TAX INSPECTORS

- I. GENERAL KNOWLEDGE
- II. TECHNICAL PAPER

1. ADMINISTRATIVE LAW

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

2. PUBLIC FINANCES

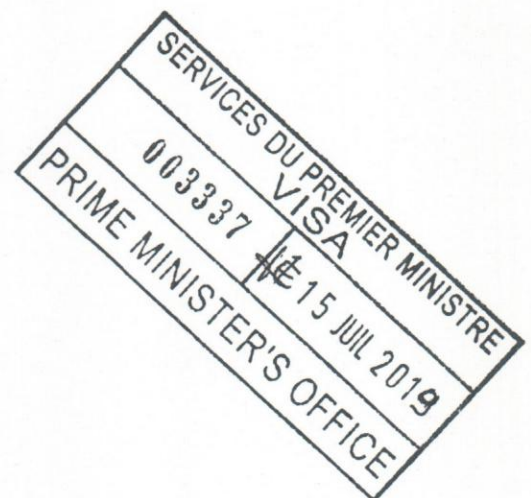
The Cameroon finance system

3. ECONOMICS

- The 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.

4. FISCAL LAW

- Characteristics of Cameroon fiscal system;
- Personal income tax;
- Tax on expenditures;
- Corporate taxation;
- Special taxation;
- Land tax;
- Registration fees, stamp duty;
- International taxation;
- Tax agreements;
- Fiscal reform policies in Cameroon;
- Tax base procedures and control;
- Management of fiscal services.



B- SENIOR TAX CONTROLLERS

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II. TECHNICAL PAPER

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