

ORDER No. **1/005866** /MINFOPRA OF **01 JUL 2019**

To announce a direct competitive examination for the recruitment of 50 (fifty) Clerical Officers, for the 2019 session.

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

Mindful of the Constitution;

Mindful of decree No.75/774 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.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 direct competitive examination to recruit 50 (fifty) Clerical Officers of the "C" category of the Public Service have been announced.

b) This competitive examination shall take place on 14 September 2019 in all regional headquarters of the country.

**Article 2.- REQUIREMENTS.**

This examination shall be open to all Cameroonians who fulfil the following conditions:

- fulfil all the requirements for admission to a public service employment and conditions laid down by the General Rules and Regulations of the Public Service;
- be physically fit to assume the duties of Clerical Officers;
- be at least 17 years of age and 29 years at most, at 1<sup>st</sup> January 2019 (be born between 01/01/1990 and 01/01/2002);
- be holder of the General Certificate of Education Ordinary Level (GCE-O/L), obtained in four subjects (excluding religious knowledge), the Brevet d'Etudes du Premier Cycle (BEPC) certificate, the Certificat d'Aptitude Professionnelle (CAP) or any other recognized equivalent certificate.

**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 Resource Development, Direct Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, latest **Friday 30 August 2019**. The files shall comprise the following documents:

- a registration form bearing a **CFA 1000 francs** fiscal stamp. The forms can be obtained at the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service or downloaded at the website <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 medical certificate issued by a public sector Medical Officer;
7. a receipt attesting payment of a registration fee of **CFA 15 000 (fifteen thousand) francs** issued by either the Service Head for Scholarships and Direct Competitive Examinations or the Head of the Recruitment and Training Service at the Regional Delegations of the Ministry of the Public Service and Administrative Reform;
8. 2 (two) passport-size photographs.
9. an envelope bearing a **CFA 500 francs** stamp and the candidate's address.

**N.B.:**

- 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 at a Police station shall be rejected.
- All documents should be certified by a 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 that of **Form five**.
2. The examination shall be scheduled as follows:

Dates	Papers	Times	Time allowed	Coef.	Eliminatory mark
14 September 2019	Listening and Reading Comprehension	8: a.m. - 10 : a.m.	2 hrs.	5	5/20
	Language: Essay on a current event	11: a.m. - 1: p.m.	2 hrs.	3	5/20
	Essay	2: p.m. - 5: p.m.	3 hrs.	4	5/20

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

**Article 5.- PUBLICATION OF RESULTS.**

The results of this 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, REPUBLIQUE DU CAMEROUN  
 01 JUL 2019  
 The Minister  
 Ministry of Public Service and Administrative Reform  
 Le Ministre  
 Service and Administrative Reform  
 JOSEPH LE  
 Minister of the Public Service  
 and Administrative Reform