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ORDER No. \_\_\_\_\_/MINFOPRA OF 01 JUL 2019

To announce a direct competitive examination for the recruitment of 20 (twenty) personnel into the corps of Civil Aviation civil servants, for the 2019 session.

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

Mindful of the Constitution;

Mindful of decree No.75/782 of 18 December 1975 on the special rules and regulations of the corps of Civil Aviation 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 personnel into the corps of Civil Aviation civil servants have been announced. The number of available places for the various categories is distributed as follows:

- 2 (two) **Civil Aviation Engineers** of the second grade of the "A" category of the Public Service;
- 4 (four) **Senior Civil Aviation Technicians** of the second grade of the "B" category of the Public Service;
- 4 (four) **Civil Aviation Technicians** of the first grade of the "B" category of the Public Service;
- 5 (five) **Assistant Civil Aviation Technicians** of the "C" category of the Public Service;
- 5 (five) **Civil Aviation Technical Assistants** of the "D" category of the Public Service.

b) The written part of this examination shall take place on the 5 and 6 October 2019 in Yaounde, the only examination centre.

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

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

- a) 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;
- b) be physically apt to assume the duties of Civil Aviation;
- c) Be at least 17 and at most 29 years of age as at 1<sup>st</sup> January 2019 (be born between 01/01/1990 and 01/01/2002) for candidates for the "C" and "D" categories;
- d) Be at least 17 and at most 34 years of age as at 1<sup>st</sup> January 2019 (be born between 01/01/1985 and 01/01/2002) for candidates for the "A" and "B" categories.

**2. Specific requirements**



a - For candidates for admission into the corps of Civil Aviation Engineers, be holder of a **Diploma of Civil Aviation Engineer** or a recognized equivalent diploma issued by a government national institution of training or by a recognized foreign or international institution of training approved by Prime Minister's order.

c- For candidates for admission into the corps of Senior Civil Aviation Technicians, be holder of a **Diploma of Senior Civil Aviation Technician** or a recognized equivalent diploma issued by a government national institution of training or by a recognized foreign or international institution of training approved by Prime Minister's order.

c- For candidates for admission into the corps of Civil Aviation Technicians, be holder of a **Diploma of Civil Aviation Technician** or a recognized equivalent diploma issued by a government national institution of training or by a recognized foreign or international institution of training approved by Prime Minister's order.

c- For candidates for admission into the corps of Assistant Civil Aviation Technicians, be holder of a **Diploma of Assistant Civil Aviation Technician** or a recognized equivalent diploma issued by a government national institution of training or by a recognized foreign or international institution of training approved by Prime Minister's order.

d- For candidates for admission into the corps of Civil Aviation Technical Assistants, be holder of the **First School Leaving Certificate (FSLC)** or the **Certificat d'Etudes Primaires (CEP)**.

### 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, Service for Direct Competitive Examinations and Scholarship (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, latest **Friday 6 September 2019**. The files shall comprise the following documents:

1. A registration form bearing a **CFA 1000 francs** 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 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 medical certificate issued by a public sector medical officer;
7. A receipt attesting payment of a registration fee of **CFA 15 000 francs** (fifteen thousand) issued by an **EXPRESS UNION** official at the place of submission of the application files;
8. 2 (two) passport-size photographs;
9. A **CFA 500 francs** stamped envelope bearing 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 by the police shall be rejected.
- All documents should be certified by a competent civil, municipal or legal authorities and not more than 3 (three) months old.

#### **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 part for candidates for recruitment as **Civil Aviation Engineers, Senior Civil Aviation Technicians and Civil Aviation Technicians** shall be scheduled as follows:

Dates	Paper	Time	Coef.	Time allowed	Eliminatory mark
5 October 2019	General Knowledge	8: a.m. – 12: a.m.	3	4 hrs.	5/20
	Technical paper 1	1: p.m. – 5: p.m.	5	4 hrs.	5/20
6 October 2019	Technical paper 2	8: a.m. – 12: p.m.	4	4 hrs.	5/20
	Language (English for francophone candidates and French for Anglophone candidates)	1: p.m. – 3: p.m.	2	2 hrs.	5/20

3. The written part for candidates for recruitment as **Assistant Civil Aviation Technicians** shall be scheduled as follows:

Date	Paper	Time	Coef.	Time allowed	Eliminatory mark
5 October 2019	General Knowledge	8 : a.m – 10 : a.m	3	2 hrs.	5/20
	Technical Paper	11 : a.m – 3 : p.m	5	4 hrs.	5/20
	Language (English for francophone candidates and French for Anglophone candidates)	4 : p.m – 6 p.m	2	2 hrs.	5/20

4. The written part for candidates for recruitment as **Civil Aviation Technical Assistants** shall be scheduled as follows:

Date	Paper	Time	Time allowed	Coef.	Eliminatory mark
5 October 2019	Reading Comprehension	8 a.m. – 10 a.m.	2 hrs.	5	5/20
	Mathematics	11 a.m – 1 p.m.	2 hrs.	4	5/20
	Essay	2 p.m – 4 p.m.	2 hrs.	3	5/20

5. Candidates are reminded that the latest time to arrive the examination centre is 7:00 a.m. prompt for the morning and afternoon papers respectively.

#### **Article 5.- ORAL PART OF 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 of the "A" and "B" categories 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, 01 JUL 2019



A handwritten signature in black ink, appearing to be "Joseph Le".

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