

ORDER No

11 002861

/ MINFOPRA OF

20 JUN 2017

to announce the competitive entrance examination for the recruitment of **one hundred and forty-five (145)** students into cycle "A" 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 the 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 forty-five (145)** students into Cycle "A" 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		
	External candidates	Internal candidates	TOTAL
General Administration	Sixty(60)	five (5)	65
Economy and Finance	Fifteen(15)	-	15
Labour Administration	Fifteen(15)	five (5)	20
Social Affairs Administration	Forty (40)	five(5)	45
TOTAL	One hundred and thirty (130)	fifteen (15)	145

(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 who meet the following conditions:

(1) **For external candidates:**

- 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;
- be a holder of a Bachelor's degree issued by a university or a higher institution in Cameroon, including a professional Bachelor's Degree in Law, economic sciences and management, or any equivalent diploma issued by a foreign university;
- be a holder of a professional degree delivered by a recognised University;
- be thirty two (32) years of age, at most, as at 1st January 2017.

NB: Civil servants of any category are not permitted to compete as external candidates.

(2) **For internal candidates:**

- be a category "B" civil servant of the following corps: General Administration, Labour, Social Affairs or Revenue Services, who has served for at least five years in that rank as of 1st January 2017 ;
- be forty-five (45) years of age at most as of 1st January 2017.

Article 3: (1) Application forms are obtainable from ENAM's website (www.enam.cm)

(2) Examination fees stand at FCFA 15 000 (fifteen thousand francs) for external candidates and FCFA 25000 (twenty-five thousand francs) for internal candidates.

(3) Examination fees shall be paid either to the Accounting Officer of ENAM for those who submit in the Centre or the Regional Delegations of the Ministry of the 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 either be submitted in ENAM for applicants from the Centre or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform not later than **Friday 14th July 2017**.

(6) The documents required are as follows:

- a registration form bearing a CFA 1000 fiscal stamp;
- a certified true copy of the required academic certificate;
- an attestation of the presentation of the original of the required certificate signed by the Governor or the Senior Divisional Officer;
- an attestation of presentation of the original of the GCE-A/L or an equivalent diploma;
- a receipt attesting payment of the registration fee, issued by the Accounting Officer of ENAM for those in the Centre or by the Regional Delegates of the Ministry of the Public Service and Administrative Reforms 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 as at the date the application form is submitted and signed by a medical doctor of a public hospital;
- a certified true copy of a birth certificate - handwritten or typed - signed by the competent administrative or council authorities;
- for internal candidates, a valid authorisation to sit for the competitive entrance examination issued by the Minister of Public Service and Administrative Reform as well as an absorption or reclassification instrument.

N.B.: 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 at ENAM on **Friday 18th August 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 according to the following schedule:

a) **Common Core:**

- **General Knowledge**

Duration: 4 hours, coeff. 3

Date: Saturday, 19th August 2017 from 7:30am to 11:30am

- **Constitutionnal Law**

Duration: 4 hours, Coeff. 4

Date: Saturday, 19th August 2017 from 1pm to 5pm



- **Economics**

Duration: 4 hours, Coeff. 4

Date: Sunday, 20th August 2017 from 7:30am to 11:30am.

b) **Specialised Papers**

Duration: 3 hours, Coeff. 5

Date: Sunday, 20th August 2017; from 1pm to 5pm.

- **General Administration Section**

* Administrative Law.

- **Labour Administration Section**

* Labour Law

- **Economy and finance Section**

* Accounts and Financial Analysis.

- **Social Affairs Administration Section**

* Psychology.

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

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

- a grand jury: coeff. 2
- a language jury: coeff. 1

Article 6: All National Identity Cards receipts obtained less than (3) three months before the latest date of application 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. /-

YAOUNDE, ON

20 JUN 2017

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THE MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM,

MICHEL ANGE ANGOUING