

ORDER No 11 002 858 /MINFOPRA OF 20 JUN 2017

to announce the competitive entrance examination for the recruitment of **fifteen (15) Court Registrar Administrators** into cycle "A" of the Judicial 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 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 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 2011/20 of 4 February 2011 on the special status of civil servants of the Court Registry.
- 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 2012/188 of 19 November 2012 to organize the Ministry of Public Service and Administrative Reform;
- Mindful of Order No 4832/MINFOPRA of 10 October 2012 regulating Studies and Schooling in the Magistracy and Court Registry Division of the National School of Administration and Magistracy,

HEREBY ORDERS AS FOLLOWS:

Article 1: (1) A competitive entrance examination for the recruitment of **fifteen (15) student Court Registrar Administrators into the Judicial Section of ENAM**, is hereby announced for the 2017/2018 academic year.

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

- External candidates: **10 places;**
- Internal candidates: **05 places.**

Article 2: The examination shall be open to all Cameroonians who fulfil the following requirements:



(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 first degree or any other foreign equivalent certificate recognized by the competent authority as of the date of submission of the examination file;
- be 32 (thirty two) years of age, at most, as of 1st January 2017.

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

(2) For internal candidates:

- be a court Registrar of the "B" category who has served for at least five years at that grade as of 1st January 2017;
- be 45 (forty-five) years of age, at most, as of 1st January 2017.

Article 3: (1) Application forms can be downloaded on the following website:
(www.enam.cm)

- 2) Examination fees stand at FCFA 15 000 (fifteen thousand francs) for external candidates and 25 000 (twenty five) francs for internal candidates;
- 3) Examination fees shall be paid either to the Accounting Officer of ENAM for those who submit in Yaoundé or to the Regional delegations of the Ministry of Public Service and Administrative Reform for the others, in acknowledgment of a receipt attesting payment of the examination fees;
- 4) All documents shall be submitted either at ENAM or the Regional Delegations of the Ministry of Public Service and Administrative Reform excluding that of the Centre Region;
- 5) Application forms shall be submitted either at ENAM or the Regional Delegations of the Ministry of Public Service and Administrative Reform no later than **Friday 14th July 2017**;
- 6) The candidates' application files shall comprise the following documents:
 - A registration 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;
 - an attestation of presentation of the original of the GCE-A/L or an equivalent diploma;



- a receipt attesting the payment of the registration fee, issued either by the Accounting Officer of ENAM for those in the Centre Region or the Regional Delegations of the Ministry of the Public Service and Administrative Reform for the others;
- a certificate of non-conviction of not more than 3(three) months signed by the competent judicial authorities;
- a medical certificate of not more than 3 (three) 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.

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 set and posted at ENAM on **Friday 11th 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 exclusively at the **Yaounde Centre (ENAM)** shall be conducted according to the following schedule:

a) General Knowledge:

- Duration: 4 hours, coeff.4
- Date: Saturday 12th August 2017 from 7.30 am to 11.30 am

b) Judicial and Administrative Organization of Courts

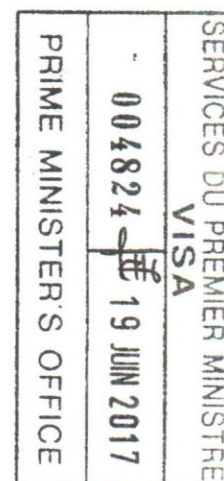
- Duration: 4 hours, coeff.4
- Date: Saturday 12th August 2017 from 1 pm to 5 pm

c) Criminal law and Criminal Procedure

- Duration: 4 hours, coeff.4
- Date: Sunday 13th August 2017 from 7.30 am to 11.30 am

d) Civil law and Civil Procedure:

- Duration: 4 hours, coeff.4
- Date: Sunday 13th August 2017 from 1 pm to 5 pm



2) Candidates are expected at the examination halls at **7.00 am** at the latest for the 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 only 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 Card receipts obtained less than 3(three) months before the latest date of registration for this competitive 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 French. /-

SERVICES DU PREMIER MINISTRE
VISA
004824 19 JUN 2017
PRIME MINISTER'S OFFICE

YAOUNDE, ON 20 JUN 2017
THE MINISTER OF THE PUBLIC SERVICE
AND ADMINISTRATIVE REFORM,

MICHEL ANGE ANGOUING
