

ORDER No. 1/007936 MINFOPRA OF **12 5 OCT 2018**
 to announce professional competitive examination for the recruitment of
 personnel into the corps of Documentation civil servants for the 2018
 session.

THE MINISTRY OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

Mindful of the Constitution;
 Mindful of decree No.86/752 of 23 June on the Special Rules and Regulations of the corps
 of Documentation 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,

SECRÉTARIAT DU PREMIER MINISTRE
 MINISTRE DE LA VISA
 000022
 23 OCT 2018
 PRIME MINISTER'S OFFICE

HEREBY ORDERS AS FOLLOWS:

Article 1.- Professional competitive examination to recruit personnel into the corps
 of Documentation civil servants has been announced. The number of available
 places for the various categories is distributed as follows:

- **5 (five) Senior Inspector of Documentation** of the second grade of the 'A'
 category of the Public Service;
- **5 (five) Inspector of Documentation** of the first grade of the 'A' category of
 the Public Service;
- **5 (five) Senior Controllers of Documentation** of the second grade of the
 'B' category of the Public Service;

b) The written part of this examination shall take place on the 16th
December 2018 in Yaounde, the only examination Centre.

Article 2.- REQUIREMENTS.

Nature of examination	Cat.	Age limit	Seniority required	Remarks
Senior Inspector of Documentation	A2	50 years at most on 1 st January 2018 (be born after 31/12/1967).	Five years' effective service in the grade as at 1 st January 2018.	Open for Inspector of Documentation, category 'A1'.
Inspector of Documentation	A1	50 years at most on 1 st January 2018 (be born after 31/12/1967).	Five years' effective service in the grade as at 1 st January 2018.	Open for Senior Controllers of Documentation, category 'B2'.
Senior Controllers of Documentation	B2	50 years at most on 1 st January 2018 (be born after 31/12/1967).	Five years' effective service in the grade as at 1 st January 2018.	Open for Controllers of Documentation, 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 30 November 2018**. 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 either the Service Head for In-Service Competitive Examinations at the Ministry or the Head of the Recruitment and Training Service at the Regional Delegations of the Ministry of the Public Service and Administrative Reform;
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 copy 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**.



N.B: a) All incomplete, late files or files containing documents signed by the Police shall be rejected.

b) The certification of career instruments shall be done by the Ministry of the Public Service and Administrative Reform.

Article 4.- SYLLABUS AND EXAMINATION TIMETABLE.

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
16 December 2018	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 of the examinations for the 'A' and 'B' categories.

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, 25 OCT 2018

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



Joseph Lé

SYLLABUS FOR THE PROFESSIONAL COMPETITIVE EXAMINATION TO RECRUIT INTO THE CORPS OF DOCUMENTATION CIVIL SERVANTS

COMPETITIVE EXAMINATIONS	SYLLABUS
Senior Inspectors of Documentation (A2)/ Inspectors of Documentation (A1) / Senior Controllers of Documentation (B2)	I.GENERAL KNOWLEDGE II.TECHNICAL PAPER a) Theories, concepts and principles relating to documentation b) Documentation products c) Documentation techniques d) Source of information e) Information technologies f) Management of SID g) Records management h) Archives science i) Archives standards, policies and regulations j) Museography

