

ORDER No 1 / 003 934 /MINFOPRA OF 13 JUN 2018

To announce the competitive entrance examination for the recruitment of **twenty (20) Court Registrar Administrators** into cycle "A" of the Judicial Division of the National School of Administration and Magistracy (ENAM), for the 2018/2019 academic year.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

Mindful of the Constitution,
Mindful of law No.2017/010 of 12 July 2017 regulating the general rules of public establishments;
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.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 organise the Government, modify by decree No.2018/190 of 2 March 2018;
Mindful of decree No.2011/410 of 9 December 2011 to form the Government with its subsequent amendments namely decree No. 2018/191 of 2 March 2018;
Mindful of decree No.2012/188 of 19 November 2012 bearing on organization the Ministry of the Public Service and Administration Reform;
Mindful of decree No.2018/240 of 9 April 2018 to reorganize the National School of Administration and Magistracy (ENAM);
Mindful of decree No.2000/696/PM of 13 September 2000 regulating the general rules and regulations for government Competitive Entrance Examinations;
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 **twenty (20) Court Registrar Administrators** into the Judicial Section of ENAM, is hereby announced for the 2018/2019 academic year.

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

- External candidates: 15 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 2018.

NB: Civil 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 2018;
- Be 45 (forty-five) years of age, at most, as of 1st January 2018.

- 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 27 July 2018**;
 - 6) The candidate's application files shall comprise the following documents:
 - a registration form bearing a FCFA 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 files or files 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 17th August 2018** 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:** Major contemporary events (judicial, political, economic and socio-cultural issues);
 - Duration: 4 hours, coeff.4
 - Date: Saturday 18th August 2018 from 7.30 am to 11.30 am
- b) **Judicial and Administrative Organization of Courts**
 - Duration: 4 hours, coeff.4
 - Date: Saturday 18th August 2018 from 1 pm to 5 pm
- c) **Criminal law and Criminal Procedure**
 - Duration: 4 hours, coeff.4
 - Date: Sunday 19th August 2018 from 7.30 am to 11.30 am
- d) **Civil law and Civil Procedure:**
 - Duration: Sunday 19th August 2018 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 Yaoundé (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.

YAOUNDE, ON

13 JUN 2018

THE MINISTER OF THE PUBLIC SERVICE AND
ADMINISTRATIVE REFORM



Joseph LE!



**PROGRAMME FOR THE COMPETITIVE ENTRANCE EXAMINATION
INTO THE COURT REGISTRY SECTION OF THE JUDICIAL DIVISION OF
ENAM FOR THE 2018/2019 ACADEMIC YEAR**

I. Written Exam

A- GENERAL KNOWLEDGE

- Political, economic and social history of the world
- Basics of constitutional law and political ideology
- Geography of the world with emphasis on Cameroon and Africa
- Currents issues

B- JUDICIAL AND ADMINISTRATIVE ORGANISATION OF JURISDICTIONS

1 Judicial Organization

Creation, organization, competence

- Traditional jurisdictions (customary courts)
- Court of First Instance
- High Court
- Military Court
- Court of Appeal
- Court of State Security
- Supreme Court
- High Court of Justice

2 Administrative organization of the jurisdictions

- Organization of the Registry
- Organization of the legal prosecutor's offices

C- CRIMINAL LAW AND CRIMINAL PROCEDURE

D- CIVIL LAW AND CIVIL PROCEDURE

1 General Notions

- Lawsuit
- Application
- Competence
- Legal proceedings
- Grounds of defence
- Object of dispute



- Debates, hearing
- Proof
- Contradiction

2 Submission of a Case to a Court

- Submission of a case to Customary Courts
- Submission of a case to the Court of First Instance
- Submission of a case to the High Court
- Competence of the Court of First Instance and the High Court
- Remedy at law
- Enforcement of a judgment in civil matters

3 Public Action

- Different ways of implementing public action
- Conditions for implementing public action
- Civil action in criminal jurisdictions
- Preliminary inquiry (judicial police, custody)
- Preliminary investigation of a case
- Submission of a case to criminal jurisdictions
- Criminal evidence
- Criminal judgments
- Remedy at law
- Enforcement of penalties

II- ORAL TESTS OF ADMISSION

A. GRAND ORAL

An interview with a jury, whose aim is to detect the personality's candidate and his/her predispositions to be at the state and the citizen's service.

B. THE LANGUAGE JURY

An interview with a jury: in French for English speaking candidates and in English for French speaking candidates.

