

ORDER No. / 004494 MINFOPRA OF 05 OCT 2017

to announce professional competitive examinations to recruit **210** (two hundred and ten) personnel into the corps of Technical and Vocational Education for the 2017 session.

THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,

Mindful of the Constitution;

Mindful of No. 2000/359 of 5 December 2000 on the Special Rules and Regulations of the Corps of National Education 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;

Mindful of decree No. 2011/410 of 9 December 2011 to form the Government;

Mindful of decree No. 2015/434 of 2 October 2015 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 decree No. 2000/696/PM of 13 September 2000 to lay down the General Rules and Regulations for Government Competitive Examinations,

HEREBY ORDERS AS FOLLOWS:

Article 1.- a) Professional competitive examinations to recruit personnel into the corps of Technical and Vocational Education have been announced. The number of available places for the various categories is distributed as follows:

Grade/ Category	Specialties	Number of places
Technical and Vocational High School Instructors / A2 <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> SERVICES DU PREMIER MINISTRE VISA 006172 04 OCT 2017 PRIME MINISTER'S OFFICE </div>	Mechanics Building	05
	Home Economics	10
	Electronics	05
	Electrical Engineering	05
	Machine Tools Manufacturing	05
	Refrigerating and Air-conditioning	05
	Civil Engineering	05
	Clothing Industry	10
	Plumbing	05
	Management	10
	Automobile Mechanics	05
	Woodwork	05
	Economics and Management Sciences	05
	Business Administration	05
Technical and Vocational College Instructors / A1	Accounting	05
	Home Economics	10
	Electricity	05
	Clothing Industry	05
	Plumbing	05
	Masonry	10
	Woodwork	10
	Light Engineering Industry	05
	Secretarial Duties	05
	Management	10

Senior Grade I Technical School Instructors / B2	Accounting	05
	Home Economics	10
	Electricity	05
	Clothing Industry	05
	Plumbing	05
	Masonry	05
	Management	05
	Woodwork	05
	Light Engineering Industry	05
	Secretarial Duties	05

b) The written part of the said examinations shall take place in Yaounde on 14 October 2017, the only examination centre.

Article 2.- REQUIREMENTS.

Nature of examination	Age limit	Seniority required	Remarks
Technical and Vocational High School Instructors (PLET) / A2	50 years at most on 1 st January 2017 (be born after 31/12/1966).	Having served for at least five years in the grade as of the date of the examination.	Open for Technical and Vocational College Instructors.
Technical and Vocational College Instructors (PCET)/A1	50 years at most on 1 st January 2017 (be born after 31/12/1966).	Having served for at least five years in the grade as of the date of the examination.	Open for Senior Grade I Technical School Instructors.
Senior Grade I Technical School Instructors (IPET) /B2	50 years at most on 1 st January 2017 (be born after 31/12/1966).	Having served for at least five years in the grade as of the date of the examination.	Open for Grade I Technical School Instructors.

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 1st September 2017. 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 stamp**.



N.B.: a) All incomplete or 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
14 October 2017	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 declared successful in the written part.

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, **05 OCT 2017**

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

SERVICES DU PREMIER MINISTRE VISA
006172- 1 04 OCT 2017
PRIME MINISTER'S OFFICE



ANGOUING Michel Ange

**SYLLABUS FOR PROFESSIONAL COMPETITIVE EXAMINATIONS TO RECRUIT
INTO THE CORPS OF TECHNICAL SECONDARY SCHOOL CIVIL SERVANTS**

NATURE OF COMPETITIVE EXAMINATIONS	SYLLABUS
<p align="center">Technical and Vocational High School Instructors (PLET)</p>	<p>I. General Knowledge</p> <p>II. Technical Papers</p> <p>1. ELECTRICAL ENGINEERING</p> <ol style="list-style-type: none"> Calculation of complex circuits; Calculation of parameters of converters; Establishing power and control circuits of electromechanical or pneumatic systems; Establishing stable state control diagram or operating programs in a given language of an automated electrical system; Case study leading to the sizing of the features of home or industrial electrical installations (Transformers, carrier pipes, protections...). <p>2. ELECTRONICS</p> <ol style="list-style-type: none"> Treatment of a sign (characteristics of an electrical sign, a circuit for processing a signal from a captor, sign conversion circuits, sign transport line, elements of a measurement chain); Digital electronics (binary arithmetic; operations and circuits; meters and ledgers; integrated circuit families; storage device; analogical digital converters and digital analogical converters; Power electronics (thyristors: characteristics, methods of turning on and turning off thyristors, applications of , trigger circuit, TRIAC, DIAC); Optoelectronics (photo-emissive, scan detectors, optical fibers);



- e. Microprocessors or microcontrollers: operating and programming industrial applications;
- f. Telecommunications and networks (basic elements for analogical and digital communications; network architecture, networks, manufacturers and interconnections);
- g. Feedback system.

3. REFRIGERATING AND AIR-CONDITIONING

- a. Projects (Drawing of a refrigerating circuit on an architectural plan of a building, Drawing of air supply ducts on an architectural plan of a building, Reading of building plan, Choice of instruments);
- b. Air conditioning (Determination of air conditioning heat balance, Dimensioning of duct system, Construction of a duct system);
- c. Heat transfer (Determination of refrigerating heat balance, Choice of instruments);
- d. Schematic drawing (Schematic drawing from an operation, functioning of a refrigerating installation from a given Schematic drawing, Wiring of air conditioning or refrigerating systems);
- e. Refrigerating (Method of substitution of Freon HFC from Freon CFC, Manufacturing of parts by oxy-acetylene welding, Maintenance of refrigerating installations, Determination of the energy of a fluid).

4. CIVIL ENGINEERING/PUBLIC WORKS

- a. Study and designing of public work structures;
- b. Dimensioning / Control of metal structures, in Reinforced concrete and Wood structures;





- c. Dimensioning of hydraulic structures (scupper, drains, gutters and /or pavements);
- d. Identification and characteristics of civil engineering equipments (principle).

5. MACHINE TOOLS MANUFACTURING

- a. Manufacturing analysis (Preparing a manufacturing process, Phase study);
- b. Digital control (Preparing a programme, Designing a programme);
- c. Study of instruments (Choice of elements to be positioned to manufacture a part, choice of welding elements, parts to manufacture – manufacturing- machine, setting of ejectors, indexing pins and indexing systems, Construction of manufactured structure, Freehand designing and assembling).

6. AUTOMOBILE MECHANICS

- a. MECHANICS:
 - Equipments and security;
 - Mechanical and hydraulic linkages;
 - Functioning of an engine.
- b. ELECTRICITY AND ELECTRONICS:
 - Reading and realization of schematic drawing of electrical systems of a motor-car;
 - Determining the functions of electric organs of a motor-car;
 - Computer-aided diagnosis.
- c. WORK ORGANIZATION:
 - Establishment of a motor car workshop;
 - Organization of personnel in a motor car workshop.

7. ENGINEERING INDUSTRY

- a. Representation of solids in orthogonal projection, surface



- intersections, special views;
- b. Bodies and sections;
- c. Assembling and mechanically joined seams;
- d. Methods of manufacturing of mechanical engineering parts;
- e. Architecture of frames and crankcases;
- f. Transverse and rotation displacement (on plain bearings, cutter block bearings, assembling bearings);
- g. Power transmission through band wheels, wheels and chains, friction wheels, cog-wheels;
- h. Transformation of movement by nut and screw system, connecting-rod-starting handle, slide, eccentric, cam;
- i. Organs for the transportation of fluids;
- j. Organs regulating the circulation of fluids;
- k. Jacks;
- l. Hydraulic engines;
- m. Equilibrium of isostatic material systems;
- n. Point kinematics;
- o. Solid kinematics;
- p. Use of beams (simple tractions and compressions, simple shearing, simple twist, simple plane flexion, compound solicitations);
- q. Resolution of level 1 hyperstatic problems.

8. BUSINESS ADMINISTRATION

- a. Mail;
- b. Communication tools;
- c. Reception of a person in an enterprise;
- d. Organization of administrative work.

9. SCIENCE AND TECHNIQUES OF ECONOMICS AND MANAGEMENT

- a. Business accounting;

Technical and Vocational
College Instructors
(PCET)



- b. Management control;
- c. Financial analysis.

I. General Knowledge

II. Technical Paper

1. CLOTHING INDUSTRY

- a. Graphical transposition of a designer sketch into a drawing model;
- b. Study and analysis of fabrication of a designed object;
- c. Designing, transformation and grading of a model of the object to manufacture;
- d. Technological study of textile materials and manufacturing machines.

2. SOCIAL AND HOME ECONOMICS

- a. Home Economics;
- b. Nutrition;
- c. Cooking;
- d. Child care / Hygiene.

3. MASONRY

- a. Establishing a construction site;
- b. Organizing and planning of work when constructing a structure;
- c. Dimensioning / verification of structures in simple solicitations;
- d. Reading and interpretation of location drawings of structures;
- e. Reading and interpretation of topographic plans.

4. ELECTRICITY

- a. Calculation of circuits with several meshes and electrical machines;
- b. GRAFCET determination (Level I and II) of an automatic electrical system;
- c. Determination of power and control circuits of electro mechanic or pneumatic systems;
- d. Choice of characteristic elements of a domestic electrical installation or industrial electrical installation (Transformers, propelling machines,

equipments...).

5. WOOD WORK

- a. Organization of a working site;
- b. Security principles in carpentry workshops;
- c. Installation of machines-tools;
- d. Maintenance of equipments;
- e. Structure designing;
- f. Designing of a manufacturing firm
Industrial production (building of structures);
- g. Surface treatment (equipment, security, surface preparation, finishing);
- h. Finishing products;
- i. Determination of the cost of a structure;
- j. Graphical representation (drawing).

6. LIGHT ENGINEERING INDUSTRY

- a. Applied mechanics (Statics, Point or solid kinematics, Dynamics, resistance of equipments);
- b. Technology of equipments (Testing of equipments, Thermal treatment, Welding procedures);
- c. Manufacturing technology (Assembling range, Machines, Cutting tools, Metrology, Work planning, Machining, Grinding);
- d. Construction technology (joining of parts, tightness, Mechanical power transmission, transportation of fluids);
- e. Drawing (Realization/Decoding of a definition drawing, Analysis and justification of constructive solutions adopted, Choice in catalogs after calculations, characteristics of some business elements, Modification of construction mechanisms to suit to specific requirement definitions).

7. PLUMBING

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	<ul style="list-style-type: none"> a. Installation on a working site; b. Organization and planning of work according to the plan of installation; c. Dimensioning of pipes in a building or a group of multiple usage building; d. Choice of an appropriate pump; e. Designing of location drawing of structures; f. Designing of maintenance plans. <p style="text-align: center;">8. <u>ACCOUNTING</u></p> <ul style="list-style-type: none"> a. General accounting; b. Cost accounting; c. Financial mathematics. <p style="text-align: center;">9. <u>SECRETARIAL DUTIES</u></p> <ul style="list-style-type: none"> a. Information arrangement; b. Mail; c. Administrative methods; d. Communication tools. 								
<p>Senior Grade I Technical School Instructors (IPET)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">SERVICES DU PREMIER MINISTRE</td> </tr> <tr> <td colspan="2" style="text-align: center;">VISA</td> </tr> <tr> <td style="width: 50%;">006172</td> <td style="width: 50%;">04 OCT 2017</td> </tr> <tr> <td colspan="2">PRIME MINISTER'S OFFICE</td> </tr> </table>	SERVICES DU PREMIER MINISTRE		VISA		006172	04 OCT 2017	PRIME MINISTER'S OFFICE		<p>I. General Knowledge</p> <p>II. Technical Paper</p> <p style="text-align: center;">1. <u>CLOTHING INDUSTRY</u></p> <ul style="list-style-type: none"> a. Comprehensive study of a model b. Transformation and grading of a model; c. Graphical representation of an object or detail drawing; d. Technological study of textile materials and manufacturing machines. <p style="text-align: center;">2. <u>SOCIAL AND HOME ECONOMICS</u></p> <ul style="list-style-type: none"> a. Home Economics; b. Nutrition; c. Cooking; d. Child care / Hygiene. <p style="text-align: center;">3. <u>MASONRY</u></p> <ul style="list-style-type: none"> a. Management of construction site; b. Drafting of daily reports on labour force, materials, material consumption on a construction site; c. Resistance of materials; d. Reading of plans and detail drawings.
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4. ELECTRICITY

- a. Calculation of circuits with several meshes and electrical machines;
- b. Diagram of a lighting system and control of three-phase asynchronous motor;
- c. Technology of electrical appliances;
- d. Choice of characteristic elements of a domestic electrical system or industrial electrical equipment (Transformers, propelling machines, equipments...).

5. WOOD WORK

- a. Security in carpentry workshops and construction sites;
- b. Use of machines-tools;
- c. Maintenance of machines-tools;
- d. Preparing a bill of estimates;
- e. Study of wood by-products;
- f. Control, reception of equipments and materials in an enterprise;
- g. Implementation techniques;
- h. Preparation of surface areas for wood valorization;
- i. Drying and wood processing;
- j. Graphical representation (drawing).

6. PLUMBING

- a. Dimensioning of water pipes from installation plans;
- b. Drafting of daily reports on a construction site (labour force, equipments and materials);
- c. Determining of the cost of installation;
- d. Preparing detailed execution plans;
- e. Determining elements of a septic installation.

7. ACCOUNTING

- a. General accounting;
- b. Cost accounting;
- c. Business accounting.

8. SECRETARIAL DUTIES

- a. Information arrangement;

	b. Mail; c. Administrative methods; d. Communication tools.
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