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ORDER N° /MINFOPRA/OF 11 AVR 2016

To announce the competitive entrance examination for the recruitment of **ten (10) pupils Court Registrars into cycle "B"** of the Judicial Division of National School of Administration and Magistracy(ENAM), for the 2016/2017 academic year.

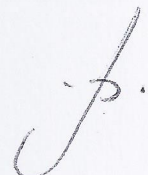
**THE MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM,**

- Mindful of the Constitution;
- Mindful of Law N° 99/016 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 N° 94/199 of 7 October 1994 regulating the general status of the public service, together with all the amendments thereto;
- Mindful of Decree N° 2005/086 of 29 March 2005 to organize the Ministry of Public Service and Administrative Reform;
- Mindful of Decree N° 2005/154/of 6 May 2005 to organize the National School of Administration and Magistracy (ENAM) and the amendments thereto;
- Mindful of Decree N° 2011/408 of 9 December 2011 to organize the Government;
- Mindful of Decree N° 2011/410 of 9 December 2011 to reshuffle the Government;
- Mindful of Decree N° 2000/696/ PM of 13 September 2000 regulating the general rules and regulations for government competitive examinations,

**Hereby orders as follows:**

**Article 1:** A competitive entrance examination for the recruitment of **twenty (20)** pupils court Registrars into the Judicial Division of ENAM, is hereby announced for the 2016/2017 academic year. The syllabus for the examination is appended to this order.

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- 002887 - 07 AVR 2016
PRIME MINISTER'S OFFICE





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

- (1) 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;
- (2) be holder of either the "baccalaureat" or of the GCE "A" level in at least two subjects in one sitting excluding Religious Knowledge, the "Capacité en droit" or any other foreign equivalent certificate, recognized by the competent authority at the deposit date of the examination file.
- (3) Be 32 (thirty two) years of age, at most, as of 1<sup>st</sup> January 2016.

**Article 3:**(1) Application forms are obtainable in ENAM or in the Regional Delegations of the Ministry of the Public Service and Administrative Reform.

- (2) Examination fees stand at fcfa 15.000 (fifteen thousand francs)
- (3) Examination fees shall be paid to the Accounting Officer of ENAM for those who submit in Yaoundé or the Regional delegations of the Ministry of the 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 in ENAM for those in the Centre region or the Regional Delegations of the Ministry of the Public Service and Administrative Reform;
- (5) Application forms shall be submitted in ENAM or the Regional Delegations of the Ministry of the Public Service and Administrative Reform not later than **Wednesday 25<sup>th</sup> may 2016**.

(6) Candidates' application files shall comprise the following documents:

- 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;
- a receipt attesting the payment of the registration fee, issued by the Accounting Officer 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 three(03) months old signed by the competent judicial authorities;
- a medical certificate of not more than three (03) months old signed by a public sector medical doctor;
- a certified true copy of a birth certificate, typed and signed by the competent administrative or council authorities.

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VISA
- 002887 07 AVR 2016
PRIME MINISTER'S OFFICE





**N.B: All incomplete files or files containing fake or falsified documents shall be rejected.**

(7) The lists of candidates authorized to sit for the competitive entrance examination shall be set and pasted at ENAM on **Friday 17<sup>th</sup> June 2016** at the latest.

The publication of the list shall serve as individual notification to candidates.

**Article 4 (1)** The written part of the examination which shall take place at the **Yaoundé Centre (ENAM) only**, shall be done 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 09<sup>th</sup> July 2016  
From 7.30 am to 11.30 am

b) **Judicial and Administrative Organization of courts**

- Duration: 4 hours, coeff.4
- Date: Saturday 09<sup>th</sup> July 2016  
From 1 pm to 5 pm

c) **Criminal law and Criminal procedure**

- Duration: 4 hours, coeff.4
- Date: Sunday 10<sup>th</sup> July 2016  
From 7.30 am to 11.30 am

d) **Civil law and Civil Procedure:**

- Duration : 4 hours, coeff.4;
- Date : Sunday 10<sup>th</sup> July 2016  
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 the afternoon paper.

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

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



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**Article 6:** All national Identity Cards receipts obtained less than 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

ANGOUNG MICHEL ANGE



MINISTER OF THE PUBLIC SERVICE AND ADMINISTRATIVE REFORM

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# PROGRAMME OF THE COMPETITIVE ENTRANCE EXAMINATION INTO THE JUDICIAL DIVISION OF ENAM

## Court registrars cycle B 2016/2017 ACADEMIC YEAR

### I - written tests

#### A- General knowledge

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

#### B- JUDICIAL AND ADMINISTRATIVE ORGANISATION OF THE JURISDICTIONS

##### 1/ judicial organization

Creation, organization, competence

- Traditional jurisdictions (customary courts)
- Court of first instance
- High Court
- Military Court
- 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 AND CRIMINAL PROCEDURES

##### 1/ General Notions

- Lawsuit
- Application
- Competence
- Legal proceedings
- Means of defense
- Object of dispute
- Debates, hearing
- Proof



- Contradiction

## 2/ Submission of a case to a tribunal

- Submission of a case to customary courts
- Submission of a case to court of first instance
- Submission of a case to high court
- Competence of first instance and high courts
- Remedy at law
- Enforcement of a judgment in civil matters

## 3/ Public Action

- Different ways by which public action carries out its activities
- Conditions by which public action carries out its activities
- Civil action in criminal jurisdictions
- Preliminary inquiry (judicial police, custody awaiting trial)
- Preliminary investigation of a case
- Submission of a case to criminal jurisdictions
- Criminal proofs
- Criminal judgments
- Remedy at law
- Enforcement of penalties

## II-The Oral Part of examination

### A. GRAND Jury

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.

