

ORDER No. \_\_\_\_\_/MINFOPRA OF \_\_\_\_\_

To announce a direct competitive examination for the recruitment of 45 (forty-five) Clerical Officers, for the 2020 session.

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

Mindful of the Constitution;

Mindful of decree No.75/774 of 18 December 1975 on the Special Rules and Regulations of the corps of General Administration 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,

**HEREBY ORDERS AS FOLLOWS:**

**Article 1.-** a) A direct competitive examination to recruit 45 (forty-five) Clerical Officers of the "C" category of the Public Service have been announced.

b) This competitive examination shall take place on 12 September 2020 in all regional headquarters of the country.

**Article 2.- REQUIREMENTS.**

This examination shall be open to all Cameroonians who fulfil the following conditions:

- fulfil all the requirements for admission to a public service employment and conditions laid down by the General Rules and Regulations of the Public Service;
- be physically fit to assume the duties of Clerical Officers;
- be at least 17 years of age and 29 years at most as, at 1<sup>st</sup> January 2020 (be born between 01/01/1991 and 01/01/2003);
- be holder of the General Certificate of Education Ordinary Level (GCE-O/L), obtained in four subjects (excluding religious knowledge), the Brevet d'Etudes du Premier Cycle (BEPC) certificate, the Certificat d'Aptitude Professionnelle (CAP) or any other recognized equivalent certificate.

**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 Resource Development, Direct Competitive Examinations Service (4<sup>th</sup> floor, Rooms 405 and 409) or in all Regional Delegations of the Public Service, latest Friday 28 August 2020. The files shall comprise the following documents:

- a registration form bearing a CFA 1000 francs fiscal stamp. The forms can be obtained at the Ministry of the Public Service and Administrative Reform or at all Regional Delegations of the Public Service or downloaded at the website <http://www.minfopra.gov.cm>;





2. a certified true copy of birth certificate signed by a competent civil authority;
3. a certificate of non-conviction;
4. a certified true copy of the required certificate signed by a competent civil authority;
5. an attestation of presentation of original of the required certificate signed by a competent civil authority;
6. a medical certificate issued by a public sector Medical Officer;
7. a receipt attesting payment of a registration fee of CFA 15 000 (fifteen thousand) francs issued by an EXPRESS UNION official at the place of submission of the application files;
8. 2 (two) passport-size photographs.
9. an envelope bearing a CFA 1000 francs stamp and the candidate's address.

**N.B:**

- State employee candidates governed by the Labour Code who meet the conditions set out in Article 2 shall provide a copy of their contract or decision of employment.
- All incomplete or late files or files containing documents signed at a Police station shall be rejected.
- All documents should be certified by a competent civil, municipal or legal authorities and not more than 3 (three) months old at the time of submission of file.

**Article 4.- SYLLABUS AND EXAMINATION TIMETABLE.**

1. The syllabus for this competitive examination shall be that of Form five.
2. The examination shall be scheduled as follows:

Date	Paper	Time	Time allowed	Coef.	Eliminatory mark
12 September 2020	Listening and Reading Comprehension	8: a.m. - 10 : a.m.	2 hrs.	5	5/20
	Language: Essay on a current event	11: a.m. - 2: p.m.	3 hrs.	3	5/20
	Essay	3: p.m. - 5: p.m.	2 hrs.	4	5/20

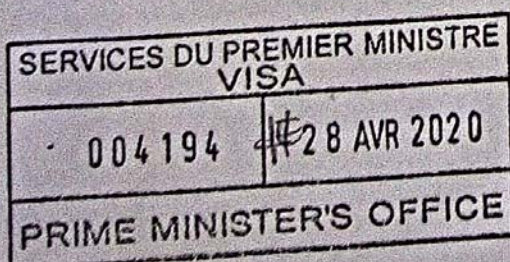
3. The latest time to arrive at the examination centre is 7:00 a.m. prompt

**Article 5.- PUBLICATION OF RESULTS.**

The final results of this 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.

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MINISTER OF THE PUBLIC SERVICE  
AND ADMINISTRATIVE REFORM