



CALL FOR APPLICATION NO. **N° 005 1 4 91<sup>CP</sup>** /MJ of **21 MAY 2021**

The Minister of State, Minister of Justice, Keeper of the Seals hereby informs the public that a selection test for the recruitment of **one hundred and fifty (150) Secretaries** under the Labour Code is launched for courts, central and decentralised services of the Ministry of Justice.

The recruitment shall be carried out based on the study of files followed by proficiency tests (written and practical tests) and according to the following conditions:

**I- GENERAL CONDITIONS TO APPLY:**

**A- Certificates required:**

- HND in: Executive Secretariat/Office Automation/Bilingual Office Automation/ Executive Assistant/ Administrative data processing;
- Baccalauréat: G1 (Techniques Administratives de Gestion-Management administrative techniques) /ACA (Action et Communication Administrative- Administrative action and policy) /ATC (Advanced Technical Certificate) or G2 (Techniques Quantitatives de Gestion- Management quantitative techniques) or TI (Technologies de l'Information- Information Technologies);
- General Education Baccalauréat or GCE "A" Level or Capacité en Droit (Competency Certificate in Law) + an attestation of completion of training in computer science or office automation issued by an approved centre;
- Probatoire: G1 (Techniques Administratives de Gestion-Management administrative techniques) /ACA (Action et Communication Administrative- Administrative action and policy) or G2 (Techniques Quantitatives de Gestion- Management quantitative techniques) or TI (Technologies de l'Information- Information Technologies);
- General Education Probatoire + an attestation of completion of training in computer science or office automation issued by an approved centre or institution;
- CAP: Secretariat/ Stenographer-Typist/ Office employee/Administrative techniques, Office automation (OA), Intermediate Technical Certificate (ITC);
- BEPC or GCE "O" Level + an attestation of completion of training in computer science or office automation issued by an approved centre or institution.

**N.B:** In all cases, certificates that are equivalent to those mentioned above (DUT - University Technology Diploma-, DTS -Specialised Technician Diploma...) shall be accepted.

**B- Conditions to be fulfilled by candidates:**

- Be a Cameroonian;
- be of good conduct;
- be born between:
  - 1 January 1981 and 31 December 2004 (be aged between 17 and 40 years maximum on 31 December 2021) for holders of GCE A "L" and HND;
  - 1 January 1986 and 31 December 2004 (be aged between 17 years minimum and 35 years maximum on 31 December 2021) for holders of CAP, GCE O "L" and Probatoire.

**II- NUMBER OF PLACES:**

- Holders of HND ..... 30 places;
- Holders of Baccalauréat / GCE "A" Level / "Capacité" ..... 60 places;
- Holders of Probatoire ..... 30 places;
- Holders of BEPC/CAP/GCE "O" L ..... 30 places.

**III- DOCUMENTS TO BE COMPILED:**

1. An application with a stamp worth the official rate, specifying the address of the candidate;
2. An application form available at the Ministry of Justice on which a fiscal stamp (CFAF 1, 000) should be affixed;
3. A certified true copy of the birth certificate signed by the competent civil authority (Mayor, Divisional Officer, Senior Divisional Officer, Governor);
4. A criminal record, (bulletin No. 3) of less than three (3) months old to be signed at the Court Registry of the Court of First Instance of the place of birth;

**N.B:** Those born in the North West and South West Regions can have this document issued to them at the Department of Criminal Matters and Pardon of the Ministry of Justice.

5. A certified true copy of the required certificate signed by a competent civil authority (Divisional Officer, Senior Divisional Officer, Governor);
6. An attestation of presentation of the original certificate signed by a competent authority (Divisional Officer, Senior Divisional Officer, Governor);
7. A certified true copy of the attestation of completion of training in computer science/ office automation signed by a competent civil authority (for holders of General Education Certificates (BEPC; Probatoire and Baccalauréat);
8. A money order worth CFAF 20,000 (twenty thousand) to the Director of General Affairs of the Ministry of Justice;
9. A medical certificate of less than three (3) months old, issued by a Public Service Medical Doctor;
10. Four (4) passport size photographs with the candidate's names written on the back;

11. An A4 envelop bearing the candidate's address (surname and name, telephone number, P.O. Box, town) and a postal stamp worth CFAF 1,000 (one thousand);

**NB:** - All incomplete, late files or files with fake or forged documents, unsigned documents or with documents signed in a police station shall simply be rejected;

- All files received by parcel post or by any other messaging service shall not be registered.

**IV- SUBMISSION OF FILES**

Complete files shall be submitted against a receipt at the Ministry of Justice, Department of General Affairs, Service for non-Judicial and Legal Officers, latest on **31 MAY 2021**.

**V- DATE AND VENUE OF THE EXAMINATION**

Selection tests shall take place at the sole centre of Yaounde on **09 JUNE 2021**.

The examination venues shall be communicated through radio announcement, press release and posting.

**VI- EXAMINATIONS**

Candidates shall arrive at the venue one hour before the start of the examination. They shall bring along their national identity card, the file submission receipt, a photocopy of the certificate required for the competitive examination and required examination material, except examination booklets.

The papers shall take place according to the following schedule:

Dates	PAPER	Duration	Coef.	Hours	Eliminatory Mark
	General knowledge	2H	2	8a.m-10a.m	5/20
	Technical Paper	30min/candidate	5	From 11 a.m.	5/20

**N.B:** Candidates shall not be allowed in examination halls after 7 a.m. for the morning paper.

**VII- PUBLICATION OF RESULTS**

The results of this competitive examination shall be published by Communiqué signed by the Minister of Justice, Keeper of the Seals.

**Laurent ESSO**  
Minister of State, Minister of Justice,  
Keeper of the Seals.