

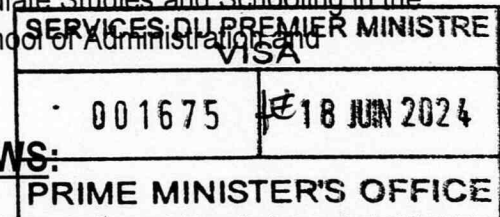
ORDER No 1 / 002858 /MINFOPRA/OF

18 JUN 2024

To announce a competitive examination for the recruitment of **15 (fifteen) Court Registrars** into cycle "B" of the Magistracy and Court Registry Division of the National School of Administration and Magistracy (ENAM) for the 2024/2025 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 to lay down the general Rules and Regulations of Public Establishments;
- Mindful of Decree No. 94/199 of 7 October 1994 to lay down the General Rules and Regulations of the Public Service, together with its subsequent amendments;
- Mindful of Decree No 2011/020 of 4 February 2011 to lay down the special rules and regulations of the corps of Court Registry civil servants;
- 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.2018/240 of 9 April 2018 to reorganise the National School of Administration and Magistracy (NSAM);
- Mindful of Decree No.2000/696/PM of 13 September 2000 to lay down the general system of government competitive examinations;
- Mindful of Order No.040/PM of 19 May 2022 to lay down terms and conditions for granting age exemption to persons with disabilities during government competitive examinations and recruitment into the Public Service;
- Mindful of Order No.0004832/MINFOPRA of 10 October 2012 to regulate Studies and Schooling in the Magistracy and Court Registry Division of the National School of Administration and Magistracy (EAM),



HEREBY ORDERS AS FOLLOWS:

Article 1: A competitive examination for the recruitment of **15 (fifteen) Court Registrars** into the Magistracy and Court Registry Division of ENAM, is hereby announced for the 2024/2025 academic year.

The syllabus for this examination is appended to this order.

Article 2: The examination shall be open to persons who fulfil the following requirements:

- (1) Fulfil the general requirements for employment into the public service.
- (2) hold either a Baccalaureate diploma or a GCE-A/L in at least two subjects passed during the same session "apart from Religious Knowledge", or the "Capacité en Droit" or any other foreign equivalent certificate, approved by the Minister of Higher Education.
- (3) be at least 17 (seventeen) years old and 32 (thirty-two) years old at most on 1st January 2024.

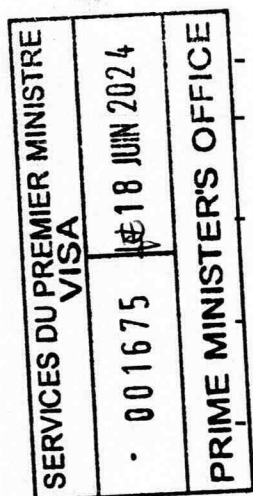
(4) However, disabled persons holding a National Invalidity Card issued by the competent authorities may benefit from an age waiver for a maximum of five (05) years above the age limit set above, in accordance with Order no. 040/PM of 19 May 2022 referred to above.

NB: Established civil servants are not authorised to compete.



Article 3: (1) Registration forms can be downloaded at ENAM website (www.enam.cm)

- (2) The registration fee for the competitive examination shall be 25000 francs CFA.
- (3) Candidates must pay their registration fees in cash against a receipt at any BICEC branches.
- (4) Candidates can submit their application files against a receipt at ENAM in Yaounde or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform.
- (5) Application files shall be submitted at ENAM or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform not later than **Friday 09 August 2024**.
- (6) The application files referred to in paragraph (5) above shall include the following documents:
 - an envelope bearing a 1500 francs CFA stamp;
 - a registration form stamped at 1500 francs CFA to be downloaded from the ENAM website (www.enam.cm);
 - a certified true copy of the required certificate;
 - an attestation of presentation of the original of the required certificate signed by the Governor, the Senior Divisional Officer or the Divisional Officer;
 - a receipt showing proof of payment of registration fees for the competitive examination issued by BICEC;
 - a certificate of non-conviction of not more than three (3) months as of the date of submission issued by the competent judicial authorities;
 - a medical certificate of not more than three (3) months old 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.



NB: All incomplete files or files containing forged or falsified documents shall be rejected.

(7) The list of candidates authorized to sit the competitive examination shall be posted at ENAM latest **Wednesday 14 August 2024**.

NB: The publication of this list shall serve as individual notification to candidates.

Article 4: (1) The written part of the examination which shall take place **exclusively at the Yaounde Centre (ENAM)** shall be conducted following this schedule:

a) General Knowledge:

- ❖ **date:** Saturday 17 August 2024, from 7.30 am to 11.30 am
- ❖ **time allowed:** 4 hours
- ❖ **coefficient:** 2

b) Judicial and Administrative Organisation of Courts:

- ❖ **date:** Saturday 17 August 2024, from 1 pm to 5 pm
- ❖ **time allowed:** 4 hours
- ❖ **coefficient:** 3

c) Criminal Law and Criminal Procedure:

- ❖ **date:** Sunday 18 August 2024, from 7.30 am to 11.30 am
- ❖ **time allowed:** 4 hours
- ❖ **coefficient:** 4

d) Civil Law and Civil Procedure:

- ❖ **date:** Sunday 18 August 2024, from 1 pm to 5 pm
- ❖ **time allowed:** 4 hours
- ❖ **coefficient:** 5

(2) Candidates are expected at the examination halls latest **7.00 am** for the papers that shall be written in the morning, and **12.30 pm** for those that shall be written in the afternoon.

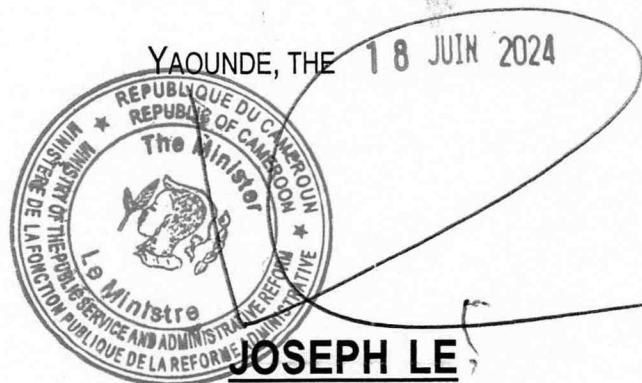
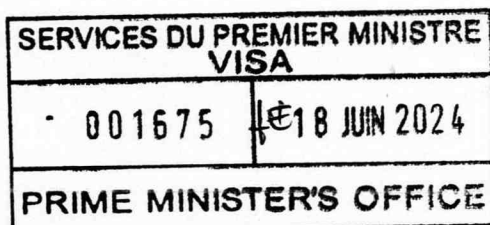
Article 5: The oral part of the examination shall take place in Yaounde (ENAM). This oral include:

- a grand jury: **coefficient 1**
- a language jury: **coefficient 1**

Article 6: All national Identity Card receipts obtained less than three months before the latest date of registration for this competitive examination shall not be accepted.

Article 7: Any case of fraud recorded before, during or after the competitive examination shall be sanctioned in accordance with the laws and regulations in force.

Article 8: This order shall be registered and published wherever necessary. /-



THE MINISTER OF PUBLIC SERVICE AND
ADMINISTRATIVE REFORM

**SYLLABUS FOR THE COMPETITIVE EXAMINATION INTO ENAM,
REGISTRY SECTION, CYCLE "B" OF THE MAGISTRACY AND COURT
REGISTRY DIVISION FOR THE 2024/2025 ACADEMIC YEAR**



I- WRITTEN PAPERS:

A- GENERAL KNOWLEDGE:

- literature, philosophy, arts, and culture
- political, economic, and social history of the contemporary world
- notion of constitutional law and political science;
- world geography, with emphasis on Cameroon and Africa
- scientific and technological developments;
- current issues.

B- JUDICIAL AND ADMINISTRATIVE ORGANISATIONS OF COURTS:

1/- Judicial Organization

- *Creation, organisation, competence:*
 - the traditional jurisdictions(customary courts, first-degree court, alkaly courts and customary courts);
 - the Courts of First Instance (TPI);
 - the High Courts (TGI);
 - the Military Courts (TM);
 - the Special Criminal Court (TCS);
 - Court of Appeal (CA);
 - Court of State Security (CSE);
 - Supreme Court (CS);
 - High Court of Justice (HCJ);
 - the Common Court of Justice and Arbitration (CCJA).
- *development of the judicial organisation ;*
- *positive and negative conflicts of jurisdiction.*

2/- Administrative organisation of Jurisdictions:

- organisation of registries;
- organisation of legal prosecutors' offices.

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C- CRIMINAL LAW AND CRIMINAL PROCEDURE:

1. Criminal Law:

- The principle of criminal legality;
- the main values under criminal law;
- the offence: key elements, classifications, attempt, aggravating circumstances ;
- the offence's report: co-action and complicity;
- criminal liability: conditions, exemptions;
- the system of criminal sanctions: nomenclature, purposes, setting and enforcement of penalties;

- mitigating circumstances and the stay.

2. Criminal procedure:

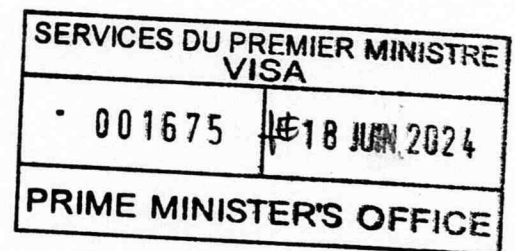
- the guiding principles of criminal proceedings;
- the parties involved in criminal proceedings;
- the police investigation;
- judicial information;
- public action;
- civil action;
- custody and pre-trial detention;
- criminal courts and their competences;
- the sentence;
- the proof system;
- remedies and res judicata;
- the enforcement of penal decisions.



D- CIVIL LAW AND CIVIL PROCEDURE:

1- General Terms:

- the guiding principles;
- the parties;
- lawsuit: application, defence;
- competence;
- object of dispute;
- debates;
- proof.



2- The procedure:

- 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 jurisdictions for civil cases;
- procedural acts and time limits;
- the conduct of civil proceedings;
- competence of jurisdictions for civil cases;
- remedy at law;
- enforcement of a judgment in civil matters.

II- ORAL EXAM:

A- GRAND ORAL:

An interview with a jury to assess the candidate's personality and predisposition to serve the State and citizens.

B- THE LANGUAGE JURY:

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