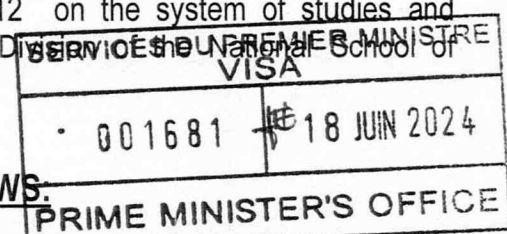


ORDER No 1002857 /MINFOPRA / OF 18 JUN 2024

to announce a competitive examination for the special recruitment of **20 (twenty) students Court Registrars of English expression** into the Magistracy and Court Registry Division of the National School of Administration and Magistracy (NSAM) 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 General Rules and Regulations of State Establishments ;
- Mindful of decree No. 94/199 of 7 October 1994 on the General Rules and Regulations of the Public Service, together with its subsequent amendments ;
- Mindful of decree No. 2011/020 of 4 February 2011 on the Special Status of the Civil Servants of the Court Registry ;
- Mindful of decree No. 2011/408 of 9 December 2011 to organize the Government, amended 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 competitive examinations and recruitment into the Public Service;
- Mindful of order No. 004832/MINFOPRA of 10 October 2012 on the system of studies and schooling in the Magistracy and Court Registry Division of the National School of Administration and Magistracy,



**HEREBY ORDERS AS FOLLOWS:**

**Article 1:** (1) A competitive examination for the special recruitment of **20 (twenty) students Court Registrars of English expression** into the Magistracy and Court Registry Division of the National School of Administration and Magistracy (NSAM), has been announced for the 2024/2025 academic year. The examination syllabus is appended to this order.

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

- a) be a Cameroonian national;
- b) be at least 17 (seventeen) years of age and 32 (thirty-two) years at most as from 1<sup>st</sup> January 2024;
- c) however, disabled persons holder of a national disability card issued by the competent authorities, may benefit from an age limit waiver for a maximum of 5 (five) years, over

the age limit set above, in accordance with the above mentioned order No. 040/PM of 19 May 2022;

- d) have a good mastery of the English language;
- e) be a holder of the **General Certificate of Education Advanced Level (G.C.E-A/L)** in at least two subjects, excluding Religious Knowledge, obtained in one session, "**Baccalaureat,**" or a "**Capacité**" in Law issued by a Cameroonian University, or a foreign certificate recognised as equivalent by the competent authority established and approved by the Higher Education;
- f) be physically fit and of good health that will enable the candidate to effectively exercise the duties of a Court Registrars;
- g) enjoy civic rights;
- h) not having a conviction featuring on the certificate of non-conviction which leads to disentitlement to hold the office of a court registrar



**Article 3:** (1) Application forms can be downloaded from the Ministry of the Public Service and Administrative Reform website ([www.minfopra.gov.cm](http://www.minfopra.gov.cm)).

(2) The application fees for the competitive examinations stands at **FCFA 25,000 (twenty five thousand)** payable to the persons in charge of the counter **EXPRESS UNION** at the place of submission of the application files.

(3) Candidates can submit their applications, against a receipt, on line or directly at Regional Delegations of the Public Service and Administrative Reform.

(4) Applications must arrive at the Regional Delegations of the Public Service and Administrative Reform not later than **Friday, 19 July 2024** which is the deadline.

(5) The candidates' application files shall comprise the following documents:

- a registration form bearing a **1500 CFA 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 following website address: <http://www.minfopra.gov.cm>;

- a receipt attesting payment of the registration fee issued by an **EXPRESS UNION** official at the place of submission of the application files;

- an attestation of presentation of the original certificate signed by the Governor, the Senior Divisional Officer or the Divisional Officer

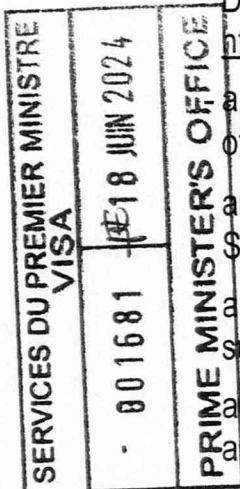
- a certificate of non-conviction of not more than 3 (three) months old at the date of submission of application, issued by the competent legal authorities;

- a medical certificate of not more than 3 (three) months old at the date of submission of application, issued by a public sector Medical Doctor;

- a certified true copy of birth certificate, handwritten or typed-signed by the an administrative or council authority.

- an envelope bearing stamp and the candidate's adress.

**N.B:** Any incomplete file or a file containing forged or falsified documents shall be rejected.



(6) The list of candidates authorised to sit the examinations shall be published at the MINFOPRA website ([www.minfopra.gov.cm](http://www.minfopra.gov.cm)) latest **Wednesday 31 July 2024**.

(7) The publication of the lists shall serve as invitation to write the examinations.

**Article 4:** (1) The tests of the written part of the examinations to take place at the examination centre (**Bamenda, Buea, Garoua, Yaounde**) chosen by the candidate, shall be done according to the following schedule:

a) **Saturday 03 August 2024 :**

- **General Knowledge:**

- **Time allowed:** 4 hours (from 7:30 am to 11:30am);
- **Coeff. 4**

- **Judicial and Administrative Organization of Courts:**

- **Time allowed:** 4 hours (from 1:00pm to 5:00pm);
- **Coeff. 4 ;**

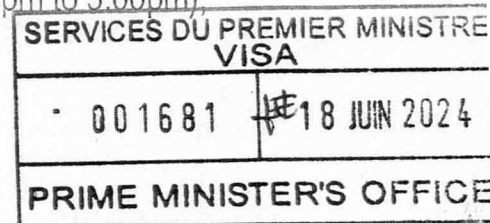
b) **Sunday 04 August 2024:**

- **Family Law/Land Law /Civil Procedure:**

- **Time allowed:** 4 hours (from 7:30am to 11:30am);
- **Coeff. 04 ;**

- **Criminal Law/ Criminal Procedure:**

- **Time allowed:** 4 hours (from 1:00pm to 5:00pm);
- **Coeff. 04.**



(2) The examinations shall be written exclusively in the English Language.

(3) The latest time to be allowed in the examination room shall be **7.00 am** for the morning papers and **12.30 pm** for the afternoon papers.

**Article 5:** The oral part of the examination shall consist of:

- **an oral presentation of a practical case following an exchange with jury in English Language, on any of the following:** *Judicial and Administrative Organisation of Courts, Family Law, Criminal Law, Public Freedoms, Human Rights, Criminal Law, Criminal Procedure, Civil Procedure, Law of Tort, Business Law, Company Law;* coeff. 3;
- **an interview with a jury in French language:** coeff. 1.

**Article 6:** Receipts of submission for application for national identity cards of less than 03 (three) months old at the date of closure of application for the competitive examinations shall not be accepted.

**Article 7:** Any form of fraud established before, during or after the competitive examination shall be sanctioned in accordance with the regulations in force.

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

Yaounde, the 18 JUN 2024



**JOSEPH LE**

*Minister of the Public Service and  
Administrative Reform*



**SYLLABUS FOR THE SPECIAL RECRUITMENT OF 20 (TWENTY) STUDENT  
COURT REGISTRARS OF ENGLISH EXPRESSION INTO THE MAGISTRACY  
AND COURT REGISTRY DIVISION OF THE NATIONAL SCHOOL OF  
ADMINISTRATION AND MAGISTRACY (NSAM) FOR THE 2024/2025  
ACADEMIC YEAR.**

**I - WRITTEN EXAMS**

**A- GENERAL KNOWLEDGE**

- Political, economic and social history of the world;
- Basics of constitutional law and political ideology;
- Geography of the world with emphasis on Cameroon and Africa;
- Current events.

**B- JUDICIAL AND ADMINISTRATIVE ORGANISATION OF COURTS**

**1/ Judicial Organization**

*Creation, organization, competence of:*

- Customary courts;
- Court of First Instance;
- High Court;
- Military Court;
- Court of Appeal;
- Court of State Security;
- Supreme Court;
- High Court of Justice;
- Special Criminal Court.

**2/ Administrative organization of Courts**

- Organization of the Registry;
- Organization of State Counsel's Office.

**C- CRIMINAL LAW / CRIMINAL PROCEDURE**

- The principle of criminal legality;
- Offence, prosecution and penalty.

**1. General notions:**

- Competence;
- Legal proceedings;
- Debates, hearing;
- Evidence;
- Contradiction .



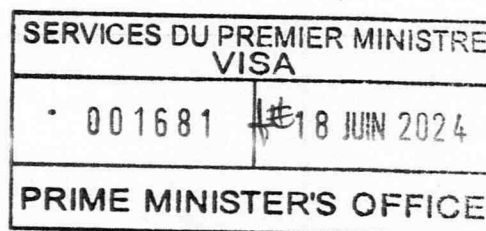


## 2. Submission of a case to a tribunal:

- Submission of a case to the Court of First Instance;
- Submission of a case to the High Court;
- Competence of the Court of First Instance and the High Court;
- Competences of The Special Criminal Court.

## 3. Public Action:

- Different ways of implementing public action;
- Conditions for implementing public action;
- Civil action in criminal Courts;
- Preliminary inquiry;
- Preliminary investigation of a case;
- Judicial police, custody;
- Submission of a case to Court;
- Criminal evidence;
- Criminal judgments;
- Remedy at law;
- Enforcement of penalties.



## D- COMMON LAW

### D-1) CIVIL LAW

- The basis and characteristics of the rule of law;
- Sources of law:
  - o written sources;
  - o Non-textual sources of law, general principles of law, customs, jurisprudence /case law.

### TOPICS ON LAW

- Distinction between natural persons and corporate entities;
- Identification of persons and their rights.

### FAMILY LAW

- Marriage (void and voidable marriage, validity of marriage, consortium);
- Divorce and judicial separation;
- Legitimation;
- Property rights (financial provisions, custody...);
- Child law.
- \* Filiation (Legitimate child, illegitimate child, adoption, conflicts).

### D-2) CIVIL PROCEDURE

- Meaning of civil procedure and its application in Anglophone Cameroon;
- Commencement of civil proceedings (motions, petitions, writs of summons);
- Simplified recovery procedure and the undefended list;
- Parties (nature, joinder procedure, misjoinder procedure, representation proceedings...);
- Joinder and consolidation of causes of action;
- Service of process and appearance;

- Pleadings (functions, content, facts that must be specifically pleaded...);
- Interim relief (interlocutory order, injunction.....);
- Equitable relief;
- Interlocutory application;
- Settlement of issues;
- Stay of execution.



## **E- PUBLIC FREEDOMS AND HUMAN RIGHTS**

- Freedom of expression, information and communication;
- Freedom of association, of meeting and formation of political parties;
- Freedom of movement;
- Human Rights;
- The limitation of Public Freedoms;
- Institutions regulating Public Freedoms:
  - The National Commission for Human Rights and Freedoms;
  - Competent Courts of common Law;
  - A special Court: the High Court of Justice.

## **II- ORAL EXAM**

### **A. GRAND JURY**

An interview with a jury, with the aim to determine the candidate's personality and his/her predispositions to serve the State and the citizens.

### **B. THE LANGUAGE JURY**

An interview with a jury in French.

