

ORDER N° 11002863 / MINFOPRA/OF 18 JUN 2024

To announce the competitive examination for the recruitment of **40 (forty)** students into cycle "B" of the Revenue Services 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 governing Public establishments;
- Mindful of Decree No.75/776 of 18 December 1975 to lay down the special Rules and Regulations governing the corps of Revenue Services Civil Servants together with its subsequent amendments;
- 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.2011/408 of 9 December 2014 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 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.0004831/MINFOPRA of 10 October 2012 to regulate Studies and Schooling in the Administrative and Revenue Services Divisions of the National School of Administration and Magistracy (ENAM),

HEREBY ORDERS AS FOLLOWS:

Article 1:(1) A competitive examination for the recruitment of **40 (forty)** students into Cycle "B" of the Revenue Services Division of ENAM, is hereby announced for the 2024/2025 academic year.

(2) The number of available places is distributed as follows:

SECTIONS	NUMBER OF PLACES	SERVICES DU PREMIER MINISTRE	
Stores Accounting	10 (ten)	VISA	
Taxation	20 (twenty)	001677	
Price, Weight and Measures	10 (ten)	18 JUN 2024	
Total	40 (forty)	PRIME MINISTER'S OFFICE	

(3) The syllabus for the examination is appended to this order.

(4) The choice of section shall be made by candidates when submitting their application files.

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) be holder of a Baccalaureate diploma or of the GCE-A/L in at least two subjects in one sitting excluding "Religious Knowledge", the "Capacité en Droit" or any other foreign equivalent certificate, recognized by the Minister in charge of Higher Education;
- (3) be at least 17 (seventeen) years of age and 32 (thirty-two) years of age, at most, as at 1st January 2024;
- (4) however, persons with disabilities who are holders of a National Disability Card issued by the competent authorities, may benefit from age exemption for a maximum of 5 (five) years above the age limit provided above, in accordance with Order No. 040/PM of 19 May 2022 mentioned above.

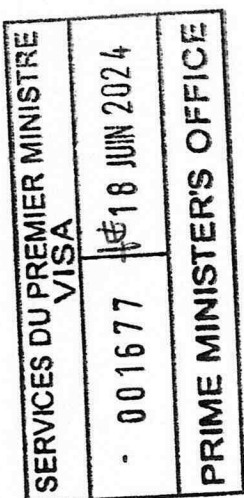
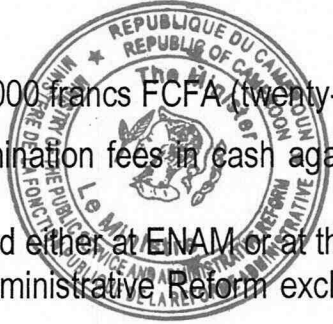
NB: Established civil servants are not authorized to apply.

Article 3: (1) Application forms can be downloaded at ENAM's website at the following address: (www.enam.cm).

- (2) Examination fee amounts to 25000 francs FCFA (twenty-five thousand CFA francs)
- (3) Candidates shall pay their examination fees in cash against receipt at any BICEC branches.
- (4) All documents shall be submitted either at ENAM or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform excluding those of the Centre Region.
- (5) Application forms shall either be submitted at ENAM for applicants in the Centre Region or at the Regional Delegations of the Ministry of the Public Service and Administrative Reform not later than **Friday 9 August 2024**.

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

- an envelope bearing a 1500 francs FCFA stamp;
- a registration form bearing a 1500 francs FCFA fiscal stamp, previously downloaded from the ENAM website (www.enam.cm);
- a certified true copy of the required certificate;
- an attestation of the presentation of the original of the required certificate signed by the Governor of the Region, 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 03 (three) months old by the date of submission of file and signed by the competent judicial authorities;
- a medical certificate of not more than 03 (three) months old by the date of submission of file and signed by a public sector medical practitioner;
- a certified true copy of a birth certificate - **handwritten or typed** - signed by the competent administrative or council authorities.



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

(7) The list of candidates authorized to sit this competitive examination shall be published at ENAM latest **Wednesday 21 August 2024**.

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

Article 4: (1) The written part of the examination shall take place at the unique **centre of Yaounde (ENAM)** according to the following schedule:

a) **Common Core paper:**

- **General Knowledge:**

- ❖ **Date:** **Saturday 24 August 2024**, from 7:30am to 11:30am
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 4

- **Constitutional Law:**

- ❖ **Date:** **Saturday 24 August 2024**, from 1pm to 5pm
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 3

- **Economics:**

- ❖ **Date:** **Sunday 25 August 2024**, from 7:30am to 11:30am
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 2

b) **Specialised Papers:**

- ❖ **Date:** **Sunday 25 August 2024**, from 1pm to 5pm
- ❖ **Time allowed:** 4 hours
- ❖ **Coefficient:** 5

- **Taxation and Stores Accounting sections:**

* General Accounting paper

- **Price, Weight and Measures section:**

* Statistics



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

Article 5: The oral part of the examination which shall be conducted in Yaounde (ENAM), shall comprise an interview with:

- 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. /-

YAOUNDE, THE 18 JUN 2024



JOSEPH LE

Minister of the Public Service and
Administrative Reform

SERVICES DU PREMIER MINISTRE VISA	
• 001677	18 JUN 2024
PRIME MINISTER'S OFFICE	

**SYLLABUS OF THE COMPETITIVE ENTRANCE EXAMINATION INTO CYCLE "B"
OF THE REVENUE SERVICES DIVISION OF ENAM FOR THE 2024/2025 ACADEMIC
YEAR**

I - WRITTEN EXAM:

A- GENERAL KNOWLEDGE PAPER:

- Literature, Philosophy, contemporary history;
- Developments in Science and Technology;
- Arts and culture;
- Gender and development ;
- Regional integration;
- Geopolitics and geostrategy ;
- ICTs and their impact on society.

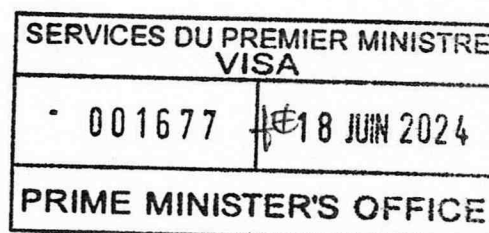


B- CONSTITUTIONAL LAW:

- Fundamental Public Law;
- The State, its role and organisation;
- The parliamentary system;
- Sovereignty of Parliament;
- The principle of the separation of powers;
- The Legislative;
- The Judiciary;
- The Executive;
- The Constitutional Charter;
- Procedures for the amendment of the constitution;
- Political systems;
- History of the Institutions of Cameroon.

C- ECONOMICS:

- Major contemporary economic systems;
- Production;
- Consumption;
- Investment;
- Economic functions;
- Money and finance;
- National and international monetary phenomena;
- Foreign exchange.



D- GENERAL ACCOUNTING:

1- General points:

- Notions of assets and property;
- General information on the OHADA Accounting System;
- Major accounting principles.

2- Accounting analysis of transactions:

- The concept of flows;
- Investment cycle;
- Exploitation cycle;
- Financing cycle;
- Cash operation.

3- Industrial company accounting:

4- Personnel costs:

5- Management accounting:

- Regular audit activities and non-regular audit activities;
- Management account;
- Significant management cash balances.

6- Specific transactions processing:

- Foreign currency transactions;
- Off balance sheet commitments;
- Balance sheet revaluation.

7- End of fiscal year work:

- Depreciation and provisions;
- Assets retirement;
- Adjustment of expenditure and revenues;
- Preparation of financial statements.



E- STATISTICS:

- Permutations and combinations;
- Basic rules of probability;
- One Dimension Random Variable;
- Two Dimension Random variable;
- Random function variable;
- Uniform dispersion characteristics;
- Current laws in statistics;
- Sample;
- Estimate;
- Test theory.



II - ORAL EXAMINATION:

A - GRAND JURY:

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

B - LANGUAGE JURY:

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