

ORDER No 1 / 003587 /MINFOPRA/OF 12 JUN 2023

To announce the competitive examination for the recruitment of **15 (Fifteen) student Court Registrars** into cycle "B" of the Magistracy and Court Registry Division of the National School of Administration and Magistracy (ENAM) for the 2023/2024 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 4832/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;
- Mindful of Order No.00000490/MINF of 21 December 2022 to specify the practical modalities of implementing government competitive examination fees,

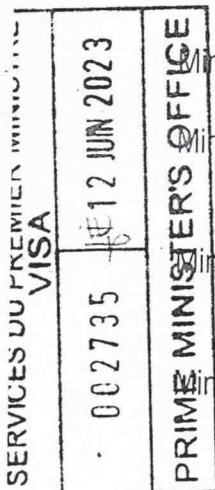
HEREBY ORDERS AS FOLLOWS:

Article 1: A competitive examination for the recruitment of **15 (fifteen) student Court Registrars** into the Magistracy and Court Registry Division of ENAM, is hereby announced for the 2023/2024 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) be a holder of either the Baccalaureate diploma or the GCE-A/L in at least two subjects passed in one sitting (excluding Religious Knowledge), the "Capacité en Droit"



or any other foreign equivalent certificate, recognized by the Minister of Higher Education;

(3) be at least 17 (seventeen) years of age and 32 (thirty-two) years at most, as at 1st January 2023;

(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 authorised to compete.

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

(2) The registration fee for the competitive examination shall be twenty-five thousand (25,000) CFA francs.

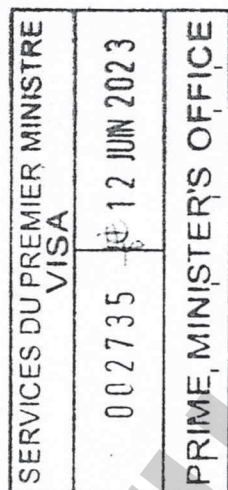
(3) Candidates must pay their registration fees in cash against a receipt at any BICEC branches.

(4) Candidates can submit their application files against a receipt at ENAM in Yaoundé 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 04 August 2023**;

(6) The candidate's application files shall comprise the following documents:

- an envelope bearing a one thousand (1000) CFA francs stamp;
- a registration form bearing a 1,500 CFA franc stamp, previously downloaded on 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, signed 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.



N.B: 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 on **Wednesday 09 August 2023** latest.

N.B: 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 12 August 2023, from 7.30 am to 11.30 am
- Time allowed: 4 hours, coeff.02

b) Judicial and Administrative Organization of Courts

- Date: Saturday 12 August 2023, from 1 pm to 5 pm
- Time allowed: 4 hours, coeff.03

c) Criminal Law and Criminal Procedure

- Date: Sunday 13 August 2023, from 7.30 am to 11.30 am
- Time allowed: 4 hours, coeff.04

d) Civil Law and Civil Procedure:

- Date : Sunday 13 August 2023, from 1 pm to 5 pm
- Time allowed : 4 hours, coeff.05;

(2) Candidates are expected at the examination halls at **7.00 am** at the latest 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 which shall take place in Yaounde (ENAM) shall comprise an interview with:

- a grand jury: **coeff.1**
- a language jury: **coeff.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./-

Done at Yaounde, on **12 JUIN 2023**



JOSEPH LE

Minister of the Public Service And
Administrative Reform

SERVICES DU PREMIER MINISTRE	
VISA	
002735	12 JUN 2023
PRIME MINISTER'S OFFICE	

**SYLLABUS FOR THE COMPETITIVE EXAMINATION INTO ENAM,
REGISTRY SECTION, CYCLE B OF THE MAGISTRACY AND COURT
REGISTRY DIVISION FOR THE 2023/2024 ACADEMIC YEAR**

I- WRITTEN PAPERS

A- GENERAL KNOWLEDGE

- Political, economic and social history of the contemporary world
- Notion of constitutional law and political ideology
- World geography, with emphasis on Cameroon and Africa
- Current issues

B- JUDICIAL AND ADMINISTRATIVE ORGANISATION OF JURISDICTIONS

1/ Judicial Organization

Creation, organization, competence

- Traditional jurisdictions (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 Jurisdictions

- Organization of the Court Registry
- Organization of legal prosecutors' offices

C- CRIMINAL LAW AND CRIMINAL PROCEDURE

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

D- CIVIL AND CRIMINAL PROCEDURES

1/ General Terms

- Lawsuit
- Application
- Competence
- Legal proceedings
- Means of defence
- Object of dispute
- Debates, hearing
- Proof
- Contradiction



2/ Submission of a case to a tribunal

- 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 the Court of First Instance and the High Court
- Remedy at law
- Enforcement of a judgment in civil matters

3/ Public Action

- Different ways of implementing public action
- Conditions for implementing public action
- Civil action in criminal jurisdictions
- Preliminary inquiry (judicial police, custody)
- Preliminary investigation of a case
- Submission of a case to criminal jurisdictions
- Criminal evidence
- Criminal judgments
- Remedy at law
- Enforcement of sentences

II-ORAL EXAM

A. GRAND ORAL

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

B. THE LANGUAGE JURY

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

