

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTERE DES MINES, DE L'INDUSTRIE
ET DU DEVELOPPEMENT TECHNOLOGIQUE

SECRETARIAT GENERAL

DIRECTION DES AFFAIRES GENERALES

SOUS DIRECTION DES PERSONNELS
DE LA SOLDE ET DES PENSIONS

SERVICE DU PERSONNEL

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF MINES, INDUSTRY AND
TECHNOLOGICAL DEVELOPMENT

GENERAL SECRETARY

DEPARTMENT OF GENERAL AFFAIRS

SUB DEPARTMENT OF PERSONNEL
SALARIES AND PENSIONS

PERSONNEL SERVICE

DOCUMENTS REQUIRED FOR THE COMPILATION OF A VALID PHYSICAL FILE

1. The Recruitment Instrument (Integration, Contract Decision, Decree or Order);
2. A Resume;
3. A Certified copy of the Birth Certificate;
4. A Copy of the Marriage Certificate (Where applicable);
5. Copies of Birth Certificates of children (Where applicable);
6. A copy of the National Identity Card;
7. A copy of most recent Academic Diploma;
8. A copy of First Service Assumption;
9. A Copy of Most recent Advancement or Reclassification (where applicable);
10. Copies of Assignment or Appointment to the various positions of responsibility held;
11. A copy of the Internship Authorization (where applicable);
12. A Copy of Secondment or Lay-off Paper (where applicable);
13. A copy of End of Secondment or lay-off Paper (where applicable)
14. A copy of the Recruitment Diploma
15. Copies of other Diplomas (where applicable)
16. A Certificate of Effective Presence dating less than three months
17. As concerns the professional career, kindly attach any previous document justifying any administrative position held at MINMIDT and/or before serving at MINMIDT (First Service Assumption, Assignment, Appointment etc.)
18. Two (02) 4&4 colour photos (with full name written on the back).

THE STAFF SERVICE