



**THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE  
PUBLIC SERVICE MANAGEMENT  
TANZANIA PUBLIC SERVICE COLLEGE  
(TPSC)**

TPSC/PSE FN.1



**ENTRY FORM FOR PUBLIC SERVICE REVIEW CLASSES AND EXAMINATIONS  
(To be completed in capital letters)**

**Instruction (To be completed in Duplicate)**

- i. A candidate is required to fill this form in triplicate copies in full
- ii. **All forms should be passed and authorised by respective Employer**, each attached with copies of pass-port size photographs, Form IV (O Level) certificate and proof of payment
- iii. A candidate is required to fill part "A" and the sponsor should complete part "B". Both original and duplicate copies should be sent to the respective **TPSC Campus Director (Examination Centre identified in section 12)**.
- iv. The third (Triplicate) copy of this entry form should be retained in applicant's personal file at his/her work station.

**PART A: TO BE FILLED BY THE CANDIDATE.**

(All details entered in this section must be given very accurately)

(Examination registered)

(Examination Centre)

1.

Examination number (For official use)

2.

(Surname)

(Candidate's Photograph)

3.

(First Names )

4.

(State any review courses attended)

5.

(Institute/college)

( Dates completed)

6.

(Highest education level attained)

7.

(Institute/College attended)

8.

**9. EMPLOYMENT**

- Candidate's present appointment/position -----
- Working Station -----
- Salary Scale -----

**10. REVIEW COURSES**

- (i) Which PSEs program are you coming for review classes (i.e. *select from list*: PHR, MDEA I, MDEA II, HSGA, HSSM, QLA, QLD, HSRM, PRO, PSW, HSTO, LSTO, KK, HIL, LIL, AQE, SYWE) -----
- (ii) Which TPSC Campus will you attend PSEs review classes?-----

**11. EXAMINATIONS**

- (i) Are you registering for full Examination? Yes/No -----
- (ii) If you are rewriting some papers of the examination state in numbers, which papers you intend to rewrite :
  - a) State which papers of the Examination you passed -----
  - b) State which papers of the Examination you failed -----
  - c) Date of sitting the Exam -----
  - d) Examination No. (Used during the Examination) -----
  - e) Which Centre did you sit for the examination -----

**12. EXAMINATION FEE IN TSHS:**

**Payment Procedure**

**STEP 1:** Call the Accounts Office for the Campus you wish to apply or use Online Application System to request for a CONTROL NUMBER

**STEP 2:** Use Mobile Money or Bank Services to Complete the Payment Using the CONTROL NUMBER you obtained in Step 1

**Contacts:** Kindly get Payment Control numbers from the Contacts list below from respective TPSC Campus:

<p><i>Campus Director, Tanzania Public Service College, P.O. Box 2574, DAR ES SALAAM</i> <b>Email: <i>dsm@tpsc.go.tz</i></b> +255-22- 2123547/9 0784290788, 0715407556</p>	<p><i>Campus Director, Tanzania Public Service College, P.O. Box 329, TABORA</i> <b>Email: <i>tabora@tpsc.go.tz</i></b> +255-26- 2604537/ 2604278 0762105177, 0715932289</p>	<p><i>Campus Director, Tanzania Public Service College, P.O. Box 1051, MTWARA</i> <b>Email: <i>mtwara@tpsc.go.tz</i></b> +255-23- 2333300, 0756881208, 0656485548</p>
<p><i>Campus Director, Tanzania Public Service College, P.O. Box 1534, SINGIDA</i> <i>Website: <i>www.tpsc.singida.ac.tz</i></i> <i>Tel: +255262502933</i> 0714740007, 0764150179</p>	<p><i>Campus Director, Tanzania Public Service College, P.O. Box 750, TANGA</i> <b>Email: <i>tanga@tpsc.go.tz</i></b> <b>Tel: +255272977124</b> 0766919618, 0713629626</p>	<p><i>Campus Director, Tanzania Public Service College, P.O. Box 1207, MBEYA</i> <b>Email: <i>mbeya@tpsc.go.tz</i></b> +255 25 2502523, 0754832382, 0685332289</p>

**For Mobile Money Services**

MPESA	TigoPesa	Airtel Money
<ol style="list-style-type: none"> <li>1. Dial *150*00#</li> <li>2. Select 4 (Pay By MPESA)</li> <li>3. Select 5 (Government Payments)</li> <li>4. Select 1 (Control Number)</li> <li>5. Enter Control Number</li> <li>6. Enter Amount (Tshs 10,000/=)</li> <li>7. Enter Password, Enter 1 (To Agree)</li> </ol>	<ol style="list-style-type: none"> <li>1. Dial *150*01#</li> <li>2. Select 4 (Pay Bill)</li> <li>3. Select 5 (Government Payments)</li> <li>4. Enter Control Number</li> <li>5. Enter Amount (Tshs 10,000/=)</li> <li>6. Enter Password (To Agree)</li> </ol>	<ol style="list-style-type: none"> <li>1. Dial *150*60*</li> <li>2. Select 5 (Make Payments)</li> <li>3. Select 3 (Government Payments)</li> <li>4. Enter Amount (Tshs 10,000/=)</li> <li>5. Enter Control Number</li> <li>6. Enter Password (To agree)</li> </ol>

**NB:** After completing payments using Mobile Money services record the receipt number in on the box provided on the first page of this form and you are advised to keep the SMS you receive as the evidence of the transaction made.

**For Banks:** Visit the Branch or Agent Close to you and complete payments with the CONTROL NUMBER provided by the College Accountant. Complete the Transaction and attach the Bank Slip with this form.

**13. DECLARATION BY CANDIDATE:**

I declare that I have given all the information required truthfully and accurately to the best of my knowledge and belief. I understand that I shall be allowed to sit for those subject/papers for which I have entered on this form. I have not made an entry at any other Centre.

- Signature of candidate ----- Postal address -----
- Telephone ----- Employer/Sponsor -----
- Postal Address ----- Telephone -----
- E-mail ----- Fax -----

**PART B: TO BE COMPLETED BY EMPLOYER/SPONSOR**

**14. DECLARATION BY EMPLOYER/SPONSOR**

- (i) I certify that I have examined all the information given on this form and confirm that they are true and correct in every respect.
- (ii) The applicant is under my charge and that the photograph attached to this application form reflects the applicant's current identity.
- (iii) The examination is relevant, his/her passing would enable him/her advance his career.

- Name of Authorizing Officer -----
- Signature of Authorizing Officer-----
- Designation -----
- Official rubber stamp -----

**Required Fees**

- |  |               |
|--|---------------|
| i. Registration fee  | TZS 20,000/=  |
| ii. Review fee   | TZS 500,000/= |
| iii. Examination fee   | TZS 100,000/= |
| iv. Supplementary examination fee  | TZS 50,000/=  |
| v. The fee does not include other expenses such as food, accommodation e.t.c |               |

**Review and Examination dates:** Review classes start on **19<sup>th</sup> February, 2024** to **8<sup>th</sup> March, 2024** (three weeks) and Examinations start on **11<sup>th</sup> to 15<sup>th</sup> March, 2024** (one week)

**Note:** All PSE candidates shall attend Review Classes. All Candidates attending Public Service Examinations shall be required to present to the Examination Invigilators at least two valid identifications preferably: Citizenship ID (provided by NIDA), Travelling Passport, Driving Licenses or Employment ID during the whole examination process

**Dress code:** The attire for candidate during class sessions and in the College/Centre premises shall be suit/trouser and a shirt for male and for female candidate shall be suit (skirt and a coat) skirt and blouse/shirt /gown covering the entire legs. Wearing open shoes in class is prohibited;