



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



ENTRY FORM FOR PUBLIC SERVICE REVIEW CLASSES AND EXAMINATIONS INCLUDING MDEA I & MDEA

II

(To be completed in clock letters)

Instruction (To be completed in Duplicate)

- i. A candidate is required to complete part “A” of this form in full
- ii. He/she should then pass all the three copies together with his/her copies of pass-port size photographs and payment for entry fee to his/her Employer/sponsor.
- iii. The sponsor should complete part “B” and send both original and duplicate copies, together with entry fee and the two copies of the applicant’s photographs by Registered post to the **Chief Executive Officer - Tanzania Public Service College, P.O Box 2574, Dar es Salaam.**
- iv. The third (Triplicate) copy of this entry form should be retained in applicants personal file at his/her 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.

(Dates completed)

(Institute/college)

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) Are you attending for PSE Review? Yes/No.....
- (ii) If yes, specify the program (e.g. PHR, MDEA I, etc.) -----

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 Tshs:

- Examination Fee paid (Tshs)-----
- All fees are payable at the specific Bank Account of a Branch you are applying to i.e.
 - Dar es Salaam; A/C. No. 01J1019909100, CRDB Holland House DSM-{Contact +255655888831 / +255787407407}
 - Tabora; A/C No. 01J1084284500 CRDB,Tabora Branch; {Contact-+255713323708/ +255784680077}
 - Mtwara; A/C. No 01J1019909102 CRDB Mtwara Branch; {Contact +255679200856 / +255788015002}
 - Singida; A/C. No. 0150363185200, CRDB Bank Singida {Contact +255713144148/ +255713144148}
 - Tanga; A/C No. 0150019909100 CRDB Bank, Tanga {Contact +255752903273/ +255713903273}
 - Mbeya Account No: 0150019909102 CRDB Bank Mbeya Branch. {Contact +255754348820 / +255754658731}
- Attach/enclose a Cheque/bank pay in slip to be given a College receipt

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. In 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 ----- email -----
- 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 and signature of 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. Review and Examination TZS. 600,000/=
- v. Supplementary examination fee TZS. 50,000/=
- vi. Review dates start on **29th Jan – 16th Feb 2018** (three weeks)
- vii. Examinations start on **19th – 23rd February, 2018** (one week)
- viii. Attach registration fee with two passport size photos.