



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



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

Instructions (To be completed in Duplicate)

- i. Candidates are 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 and proof of payments.
- iii. Candidates are required to fill part "A"; part "B" should be complete by the sponsoring Institutions. Both original and duplicate copies should be sent to the respective **TPSC Campus Directors (Examination Centre identified in section 12)**.
- iv.
- v. 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 accurate)

(Name of 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 designation/ position -----
- Working Station -----
- Salary Scale -----

10. Review Courses

- (i) Are you attending PSE Review Class? Yes/No.....
- (ii) If yes, select the appropriate Course(i.e. *select from list: PHR, MDEA I, MDEA II, HSGA, HSSM, QLA, QLD, HSRM, PRO, PSW, HSTO, LSTO, KK, HIL, LIL, AQE*) -----

11. Examinations

- (i) Are you registering for full Examination? Yes/No -----
- (ii) If you are re-writing some papers of the examination, state in numbers, which papers you intend to re-write :
 - a. State which papers of the Examination you passed -----
 - b. State which papers of the Examination you failed -----
 - c. Date of sitting the last Exam -----

d. Examination No. (Used during the session) -----

e. Which Centre did you sit for the examination -----

12. Examination Fee (Tshs):

- Examination Fee paid (Tshs) -----
- All fees are payable at the respective TPSC Bank Accounts given below::

Campus Director, Box 2574 Dar es Salaam; A/C. No. 01J1019909100, CRDB Holland House DSM- {Contact +255679200856 / +255787599231 }	Campus Director, Box 329 Tabora; A/C No. 01J1084284500 CRDB, Tabora Branch; {Contact- +255713323708/ +255784680077 }	Campus Director, Box 1051 Mtwara; A/C. No 01J1019909102 CRDB Mtwara Branch; {Contact +255679200856 / +255788015002 }
Campus Director, Box 1534 Singida; A/C. No. 0150363185200, CRDB Bank Singida {Contact +255713144148/ +255713144148 }	Campus Director, Box 750 Tanga; A/C No. 0150019909100 CRDB Bank, Tanga {Contact +255752903273/ +255713903273 }	Campus Director, Box 1207 Mbeya Account No: 0150019909102 CRDB Bank Mbeya Branch. {Contact +255754348820 / +255754658731 }

- Attach/enclose a receipt bank pay in slip as a proof of payments.

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.

- 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 certify that I have examined all the information given on this form and confirm that they are true and correct in every respect.
- The applicant is under my charge and that the photograph attached to this application form reflects the applicant's current identity.
- The examination is relevant for his/her career development.

- Name and signature of the Supervisor-----
- Designation -----
- Official rubber stamp and Date-----

Required Fees

- Registration fee TZS. 20,000/=
- Review fee TZS. 500,000/=
- Examination fee TZS. 100,000/=
- Review and Examination TZS. 600,000/=
- Supplementary examination fee TZS. 50,000/=
- Review dates start on **28th Jan – 15th Feb 2019** (three weeks)
- Examinations start on **18th – 22nd Feb 2019** (one week)
- Attach registration fee with two passport size photos.