



**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**  
(To be completed in clock 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 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 Directors (Examination Centre identified in section 12)**.
- iv. **TPSC Campus Directors of their respective**
- 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 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) -----
- (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 Tshs:**

- Examination Fee paid (Tshs) -----
- All fees are payable at the respective Bank Account of TPSC Review and Examination Centre:

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 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 ----- 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. Review and Examination TZS 600,000/=
- v. Supplementary examination fee TZS 50,000/=
- vi. Review dates start on 1<sup>st</sup> – 19<sup>th</sup> July 2019 (three weeks)
- vii. Examinations start on 22<sup>nd</sup> - 26<sup>th</sup> July 2019 (one week)
- viii. Attach registration fee with two passport size photos.