



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)

- A candidate is required to fill this form in triplicate copies in full
- 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
- 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 / Centre Coordinator** (*Examination Centre identified in section 12*).
- 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)

3.

(First Names)

4.

(State any review courses attended)

5.

(Institute/college)

6.

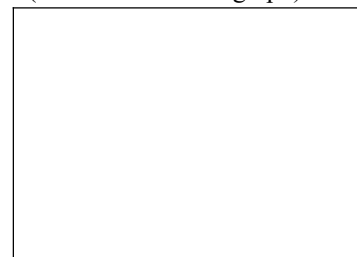
(Highest education level attained)

7.

(Institute/College attended)

8.

(Candidate's Photograph)



(Dates completed)

9. EMPLOYMENT

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

10. REVIEW COURSES

- Which PSEs program are you coming for review classes (i.e. *select from list: PHR, MDEA I, MDEA II, QLA, QLD, HSRM, PRO, PSW, HSTO, PLO, SYWE*) -----
- How will you be attending the PSEs review classes? ☐ Online (*for PHR,MDEA I&II only*) ☐ Face-to-face (*All programs*)
- Which TPSC Campus / Centre will you attend PSEs review classes /Examination ?-----

11. EXAMINATIONS

- Are you registering for full Examination? Yes/No -----
- If you are rewriting some papers of the examination state in numbers, which papers you intend to rewrite :
 - State which papers of the Examination you passed -----
 - State which papers of the Examination you failed -----
 - Date(s) of previous examination(s) -----
 - Previous examination number(s) used -----
 - Which Centre(s) did you sit for the examination(s) -----

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:

<i>Campus Director, Tanzania Public Service College, P.O. Box 2574, DAR ES SALAAM Email: dsm@tpsc.go.tz 0754488473, 0715407556</i>	<i>Campus Director, Tanzania Public Service College, P.O. Box 329, TABORA Email: tabora@tpsc.go.tz 0757837882, 0764273821</i>	<i>Campus Director, Tanzania Public Service College, P.O. Box 1051, MTWARA Email: mtwara@tpsc.go.tz 0625 529468, 0652331919, 0757686199</i>
<i>Campus Director, Tanzania Public Service College, P.O. Box 1534, SINGIDA Email: singida@tpsc.go.tz 0745221050, 0764150179</i>	<i>Campus Director, Tanzania Public Service College, P.O. Box 750, TANGA Email: tanga@tpsc.go.tz 0766919618, 0785700685</i>	<i>Campus Director, Tanzania Public Service College, P.O. Box 1207, MBEYA Email: mbeya@tpsc.go.tz 0754832382, 0768494651</i>
<i>Coordinator, TPSC Dodoma Centre, 0625 529468, 0652331919, 0757686199</i>	<i>Online Review Email: glc@tpsc.go.tz 0713006202, 0716708041</i>	

For Mobile Money Services

MPESA	TigoPesa	Airtel Money
1. Dial *150*00# 2. Select 4 (Pay By MPESA) 3. Select 5 (Government Payments) 4. Select1 (Control Number) 5. Enter Control Number 6. Enter Amount () 7. Enter Password, Enter 1 (To Agree)	1. Dial *150*01# 2. Select 4 (Pay Bill) 3. Select 5 (Government Payments) 4. Enter Control Number 5. Enter Amount () 6. Enter Password (To Agree)	1. Dial *150*60# 2. Select 5 (Make Payments) 3. Select 3 (Government Payments) 4. Enter Amount () 5. Enter Control Number 6. Enter Password (To agree)

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. 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, Examination and Review fee (TPSC Campuses) TZS 620,000/=
- ii. Registration, Examination and Review fee (TPSC Dodoma Centre) TZS 850,000/=
- iii. Supplementary Registration and Examination fee (TPSC Campuses) TZS 70,000/=
- iv. Supplementary Registration and Examination fee (TPSC Dodoma centre) TZS 150,000/=
- v. The fee does not include other expenses such as food, accommodation e.t.c

Review and Examination dates: Review classes start on 9th to 27th March, 2026 for face-to-face candidates at TPSC campuses and on 9th February to 20th March, 2026. for Online candidates. Examinations start on 30th March to 3rd April, 2026.

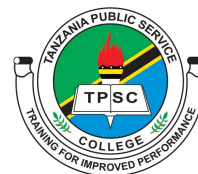
Note: All PSE candidates shall attend Review Classes and shall be required to present to the Examination Invigilators at least two valid identifications preferably: Citizenship ID (provided by NIDA), Travelling Passport, Driving Licenses or Employment ID during the whole examination process.

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.



THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE MANAGEMENT AND GOOD
GOVERNANCETANZANIA PUBLIC SERVICE COLLEGE
(TPSC)

PUBLIC SERVICE EXAMINATIONS (PSE) AND REVIEW COURSES

Tanzania Public Service College (TPSC) is informing all the Public Service Examination Candidates that, the standard review courses for PSE will run from **9th to 27th March, 2026** for face-to-face candidates at TPSC campuses in Dar es Salaam, Tabora, Mtwara, Singida, Tanga, Mbeya, and at the Dodoma Centre. Additionally, Online review classes will be conducted exclusively for **PHR and MDEA I & II** and will run from **9th February to 20th March, 2026**.

However, the Examinations (PSE) will be held face to face from **30th March to 3rd April, 2026** in the centres shown below.

Examinations and Review Centres:

S/N	EXAMINATION CENTRES	COURSES REVIEWED
1.	DAR ES SALAAM	All courses
2.	TABORA	All courses except <i>SYWE</i>
3.	SINGIDA	All courses except <i>SYWE</i>
4.	TANGA	All courses except <i>SYWE</i>
5.	MTWARA	All courses except <i>SYWE</i>
6.	MBEYA	All courses except <i>SYWE</i>
7.	DODOMA	PHR, MDEA I & II

Fees for those attending PSEs for the first time are as tabulated below:

S/N	Description	Participants Attending Reviews (TZS)
i.	Review, Registration and Examination fee (TPSC Campuses)	620,000.00
ii.	Review, Registration and Examination fee (TPSC Dodoma Centre)	850,000.00
iii.	Online Review and Examination fee (TPSC Campuses)	370,000.00
iv.	Online Review and Examination fee (TPSC Dodoma Centre)	400,000.00

Fees for re-sit (supplementary) papers are as follows:

S/N	Description	Participants Attending Reviews (TZS)	Participants <u>Not</u> Attending Reviews
i.	Review fee (face to face)	200,000@Paper	0.00
ii.	Review fee (Online)	100,000@Paper	0.00
iii.	Registration & Examination fee (TPSC Campuses)	70,000.00	70,000.00
iv.	Registration & Examination fee (TPSC Dodoma)	150,000.00	150,000.00

All candidates intending to sit for any of the above examinations should submit their duly completed application forms together with appropriate fees to **TPSC** before **9th March, 2026** for face-to-face candidates and by **9th February, 2026** for online review candidates.

“All candidates are strongly encouraged to attend the review classes to enhance their performance”

List of the Examinations to be conducted:

1. Qualifying Law for Administrative Officers (QLA)
2. Qualifying Law for Division Officers (QLD)
3. Proficiency Examinations for Labour Officers (PLO)
4. Proficiency Examinations for Social Welfare Officers (PSW)
5. Proficiency Examinations for Human Resource Officers (PHR)
6. Proficiency Examinations in Records Management (PRO)
7. Higher Standard Records Management (HSRM)
8. Higher Standard Telephone Operators (HSTO)
9. Management Development for Executive Assistant (MDEA I & II)
10. Special Youth Work Examination (SYWE)

PLEASE NOTE:

- Applications can be submitted using forms available at all TPSC campuses or downloaded from <http://www.tpsc.go.tz>. Candidates attending class reviews online should click the following link to apply: [“https://shorturl.at/UBvRN”](https://shorturl.at/UBvRN)
- Applicants re-taking referred examinations must ensure their eligibility, which allows a maximum of three (3) consecutive sessions from the first attempt; otherwise, they must retake all papers afresh.
- Fees should be paid directly to the College using a control number obtained from the TPSC Accounts Office.
- Bank Pay-in slips or any proof of payments to be presented or sent to the TPSC Accounts section.
- The fee does not include other expenses such as food, accommodation e.t.c
- **Registration deadlines for face to face and Online Review Classes are 9th March, 2026 and 9th February, 2026 respectively.**
- **Registration deadline for Examinations is 13th March, 2026.**
- This advert is also available at TPSC website: <http://www.tpsc.go.tz>

Enquiries to be addressed to:

Campus Director, Tanzania Public Service College, P.O. Box 2574, DAR ES SALAAM Email: dsm@tpsc.go.tz 0754488473, 0715407556	Campus Director, Tanzania Public Service College, P.O. Box 329, TABORA Email: tabora@tpsc.go.tz 0757837882, 0764273821	Campus Director, Tanzania Public Service College, P.O. Box 1051, MTWARA Email: mtwara@tpsc.go.tz 0625 529468, 0652331919, 0757686199
Campus Director, Tanzania Public Service College, P.O. Box 1534, SINGIDA Email: singida@tpsc.go.tz 0745221050, 0764150179	Campus Director, Tanzania Public Service College, P.O. Box 750, TANGA Email: tanga@tpsc.go.tz 0766919618, 0785700685	Campus Director, Tanzania Public Service College, P.O. Box 1207, MBEYA Email: mbeya@tpsc.go.tz 0754832382, 0768494651
Coordinator, TPSC Dodoma Centre , 0625 529468, 0652331919, 0757686199	Online Review Email: glc@tpsc.go.tz 0713006202, 0716708041	

PUBLIC SERVICE EXAMINATIONS - MARCH, 2026
TIME TABLE FROM 30TH MARCH TO 3RD APRIL, 2026

DAY/DATE	MORNING SESSION			AFTERNOON SESSION		
MONDAY 30/03/2026	TIME	EXAM	PAPER	TIME	EXAM	PAPER
	08:30 - 11:30 AM	QLA& QLD	P1 - Constitutional Law	02:00-05:00 PM	MDEA I	P1 - Managerial Skills for Office Management
	08:30 - 11:30 AM	HSTO	P1 - Telephone Handling Techniques	02:00-05:00 PM	MDEA II	P1 - Managerial Skills for Office Management Secretary II
	08:30 - 11:30 AM	PSW	P1 - Social Work and Law	02:00-05:00 PM	HSRM	P1- Office Procedures and Mgt.Practice
	08:30 - 11:30 AM	SYWE	P1-Youth Development Regulatory Framework	02:00-05:00 PM	PRO	P1- Management and Administration of Records Management Services
	08:30 - 11:30 AM	PHR	P1- Human Resource Management in public service	02:00-05:00 PM	PLO	P1 - Labour Relations
TUESDAY 31/03/2026	08:30 - 11:30 AM			02:00-05:00 PM	HSRM	P2 - Basic Records & Information Mgt. (Principles & Practices)
	08:30 - 11:30 AM			02:00-05:00 PM	QLA& QLD	P2 - Administrative Law
	08:30 - 11:30 AM			02:00-05:00 PM		
WEDNESDAY 01/04/2026	08:30 - 11:30 AM	SYWE	P2 - Youth Development Mobilization and Coordination	02:00-05:00 PM	QLA& QLD	P4 - General Principles of the Law of Contract
	08:30 - 11:30 AM	PLO	P3 - Employment and Conditions of Service in Public Service	02:00-05:00 PM	PSW	P2 - Social protection for persons with special needs
	08:30 - 11:30 AM	HSRM	P4 - Civics	02:00-05:00 PM	HSTO	P2 - Office Practice
	08:30 - 11:30 AM	PHR	P2 - Employment and conditions of service in public service	02:00-05:00 PM	MDEA I	P2 - Protocol, Customer Care and Official Communication
	08:30 - 11:30 AM	MDEA II	P2 - Public Relations and Customer Service Management	02:00-05:00 PM	PRO	P2 - Records Management Systems and Programmes
THURSDAY 02/04/2026	08:30 - 11:30 AM			02:00-05:00 PM		
	08:30 - 11:30 AM			02:00-05:00 PM		
	08:30 - 11:30 AM			02:00-05:00 PM		
FRIDAY 03/04/2026	08:30 - 11:30 AM	HSRM	P3 - Communication Skills	02:00-05:00 PM	PSW	P3- Interpersonal skills for managing social welfare programmes
	08:30 - 11:30 AM	HSTO	P3 - Interpersonal and Communication Skills	02:00-05:00 PM	PRO	P3-Appraisal, Retention and Disposition of Public Records
	08:30 - 11:30 AM	QLA& QLD	P3 - General Laws	02:00-05:00 PM	PLO	P2 - Social Security Legislations
	08:30 - 11:30 AM	MDEA II	P3 - Office Management and Administration	02:00-05:00 PM	MDEA I	P3 - Office Organisation and Administration
	08:30 - 11:30 AM	PHR	P3 - Laws, Regulations and Guidelines in managing human resources in public service	02:00-05:00 PM	SYWE	P3 - Youth Upbringing, Counselling and Guidance

KEY:

- | | | | | |
|----|---------|--|----|--|
| 1. | PHR | - Proficiency Examination for Human Resources Officers | 7 | PSW -Proficiency Examination for Social Welfare Officers |
| 2. | QLA | - Qualifying Law for Administrative Officers | 8 | PLO - Proficiency Examination for Labour Officer |
| 3. | QLD | - Qualifying Law for Division Officers | 9 | SYWE - Special Youth Work Examination |
| 4. | MDEA I | - Management Development for Executive Assistants Level I | 10 | HSTO - Higher Standard Telephone Operator |
| 5. | MDEA II | - Management Development for Executive Assistants Level II | 11 | HSRM - Higher Standards Records Management |
| 6. | PRO | - Proficiency Examination in Records Management | | |