

TANZANIA PUBLIC SERVICE COLLEGE



ENTRY QUALIFICATIONS AND FEE STRUCTURE FOR NTA LEVEL 4 PROGRAMMES FOR THE ACADEMIC YEAR 2026/2027

A: ENTRY QUALIFICATIONS

SN	PROGRAMME	CAMPUS (ES)	NTA LEVEL	ENTRY QUALIFICATIONS
1.	Basic Technician Certificate in Secretarial Studies and Administration	ALL	4	Holder of Certificate of Secondary Education Examination (Form Four) with at least four passes excluding religious subjects. OR Form Four with at least two passes at O' Level Certificate and holder of NVA level 3 in relevant field of study.
2.	Basic Technician Certificate in Records, Archives and Information Management	ALL	4	Holder of Certificate of Secondary Education Examination (Form Four) with at least four passes excluding religious subjects OR Form Four with at least 2 passes at O' Level Certificate and NVA level 3 in relevant field of study.
3.	Basic Technician Certificate in Public Administration	Mtwara, Singida, Tanga, Mbeya	4	Holder of Certificate of Secondary Education Examination (Form Four) with at least four passes excluding religious subjects OR Form four with at least 2 passes at O' Level Certificate and NVA level 3 in relevant field of study.
4.	Basic Technician Certificate in Human Resource Management	Tabora, Mtwara, Singida, Tanga, Mbeya	4	Holder of Certificate of Secondary Education Examination (Form Four) with at least four passes, excluding religious subjects OR A holder of an NVA Level 3 equivalent qualification in the following related fields of study: <i>Office Management and Administration, Tourism Operations, Hotel Management and Hospitality Operations, Secretarial Studies, Records Management, Front Office and Reception Operations, Secretarial and Computer Applications, Front Office Operations, Business Operations Assistant / Office Attendant, Business Support Services, law, Public Administration, Local Government Administration, and Community development</i> from NACTVET/TCU-recognized institutions
5.	Basic Technician Certificate in Procurement and Supply	Tanga	4	Holder of Certificate of Secondary Education Examination (Form Four) with at least four passes, excluding religious subjects OR Form four with at least 2 passes at O' Level Certificate and NVA level 3 in relevant field of study.

B: FEES STRUCTURE.

NTA LEVEL	DURATION	TUITION FEE
Four (Basic Technician Certificate)	1 Year	900,000/= per annum Payable directly to the college

Other expected costs.

SN	ITEM	AMOUNT (TZS)	WHEN	REMARKS
i.	Minimum Meal Allowance	Ranging from 5,000/= to 10,000/= depending on various factors of the specific region	Per day	To find total amount for meals, take total number of study days (112) and multiply by daily rate. This can be provided to a student on intervals as it may be determined by the student and the sponsor.
ii.	Accommodation	Ranging from 150,000/= to 200,000/=	per semester	A student has to contact respective campus for accommodation booking and arrangements.
iii.	Health Insurance.	Tsh. 50.400/=	Per year	A student who does not have Health Insurance cover from a parent/guardian has to obtain Health Insurance cover from NHIF at 50,400/= renewable every year until completion of studies.

Note: Each Academic Year has **two** semesters.

For inquiries (clarifications) please use the contacts below;

DAR ES SALAAM CAMPUS
0679031848

TABORA CAMPUS
0744647403

TANGA CAMPUS
0718410687

SINGIDA CAMPUS
0785211644

MBEYA CAMPUS
0784321301

MTWARA CAMPUS
0789056331