

TANZANIA PUBLIC SERVICE COLLEGE



ENTRY QUALIFICATIONS AND FEE STRUCTURE FOR DIPLOMA (NTA LEVEL 5 and NTA LEVEL 6) PROGRAMMES FOR THE ACADEMIC YEAR 2026/2027

A: ENTRY QUALIFICATIONS

SN	PROGRAMME	CAMPUS (ES)	NTA LEVEL	ENTRY QUALIFICATIONS
1.	Diploma in Secretarial Studies and Administration (2 Years)	ALL	5	Holder of Basic Technician Certificate in Secretarial Studies and Administration (NTA level 4) OR Form six with at least one principal pass and one subsidiary <u>in principal subjects</u> .
2.	Diploma in Secretarial Studies and Administration <i>(1 Year)</i>	ALL	6	Holder of Technician Certificate in Secretarial Studies and Administration (NTA level 5).
3.	Diploma in Records, Archives and Information Management (2 Years)	ALL	5	Holder of Basic Technician Certificate (NTA Level 4) in Records, Archives and Information Management or equivalent fields of study, OR Holder of Advanced Certificate of Secondary Education (Form Six) with at least one principal pass and a subsidiary in principal subjects .
4.	Diploma in Records, Archives and Information Management <i>(1 Year)</i>	ALL	6	Holder of Technician Certificate (NTA Level 5) in Records, Archives and Information Management.
5.	Diploma in Public Administration (2 Years)	Mtwara, Singida, Tanga, Mbeya	5	Holder of Advanced Certificate of Secondary Education (Form Six) with at least one principal pass and a subsidiary in principal subjects ; OR Form four with at least four passes and a Basic Technician Certificate (NTA Level 4) in Public Administration, Local Government Administration, Human Resource Management, Sociology, Community Development, Social Work, Social Science, Finance Management, Records Management and Law from NACTVET/TCU recognized institutions
6.	Diploma in Public Administration <i>(1 Year)</i>	Mtwara, Singida, Tanga, Mbeya	6	Holder of Technician Certificate in Public Administration

SN	PROGRAMME	CAMPUS (ES)	NTA LEVEL	ENTRY QUALIFICATIONS
7.	Diploma in Human Resource Management (2 Years)	Tabora, Mtwara, Singida, Tanga, Mbeya	5	A holder of the Advanced Certificate of Secondary Education (ACSEE) with at least one principal pass and one subsidiary pass: OR Holder of the Certificate of Secondary Education Examination (CSEE) with at least four passes, and having attended Basic Technician Certificate (NTA Level 4) course in any of the following fields: public administration, local government administration, human resource management, sociology, community development, social work, social sciences, finance management, records management, tourism operations, hotel management and hospitality operations, secretarial studies, front office and reception operations, office attendant, office management and administration, business operations, business support services, and law from NACTVET/TCU-recognized institutions. fields of study
8.	Diploma in Human Resource Management <i>(1 Year)</i>	Tabora, Mtwara, Singida, Tanga, Mbeya	6	Holder of Technician Certificate in Human Resource Management (NTA LEVEL 5)
9.	Diploma in Procurement and Supply (2 Years)	Tanga	5	Possession of at least one (1) Principal and two (2) Subsidiary passes in Advanced Certificate of Secondary Education Examination (ACSEE) OR Possession of the Basic Technician Certificate (NTA Level 4) in Procurement and Supply or any other relevant field.
10.	Diploma in Procurement and Supply <i>(1 Year)</i>	Tanga	6	Possession of Technician Certificate (NTA Level 5) in Procurement and Supply or any other relevant field.

B: FEES STRUCTURE.

NTA LEVEL	DURATION	TUITION FEE
Five and Six (Technician Certificate and Ordinary Diploma)	2 Years	1,100,000/= 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.

SN	ITEM	AMOUNT (TZS)	WHEN	REMARKS
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

0737326472

TABORA CAMPUS

0737326481

TANGA CAMPUS

0737326488

SINGIDA CAMPUS

0737326477

MBEYA CAMPUS

0737326479

MTWARA CAMPUS

0737326 474