

My No. :5/5/2/09/2023
Institutional Examinations Organization Branch,
Department of Examinations, Sri Lanka,
Pelawatta, Battaramulla
.07.2024

To Head of Catholic Religious Schools,

Catholic Dharmacharya Certificate Examination – 2024
Instructions to Fill the Applications

Your attention is kindly drawn to the notice published in the government gazette dated 26th of July, 2024 on the above examination, and please follow the instructions given below when filling the applications.

02. Please read instructions on the second page of application before filling and the signature and the official stamp of the head of the institution should be placed in the application.
03. The total number of applicants appearing for the examination should be mentioned in the cage given under heading 3.0 of the application. The 06 digits **computer number** allocated for your Religious School should be mentioned under heading 2.0 (The prescribed number is cited as SCH No. with the address on the envelope in which this application is sent.). Please keep this number with you for future reference when querying matters relevant to the Religious School.
04. External applicants are not permitted to apply for the examination privately. They have been instructed to apply through the nearest Religious School to their residence place. Therefore, you are specially informed to allow any external applicant to apply as a private applicant through your Religious School upon satisfaction of his/ her qualifications as per the gazette notification dated 26th of July, 2024 and by levying the prescribed examination fee.
05. Applicants appearing at first attempt are exempted from examination fee. The applicants appearing at second attempt or any other or appearing as external applicants should pay an examination fee of Rs.200/-. **The total examination fee payable for all such applicants mentioned in the application can be paid to any post office on the island and the receipt received for the payment should be affixed overleaf of the application. It is advisable to keep a photocopy of the receipt. Examination fee should not be paid by stamps or money orders.**
06. You are kindly requested to include only the names of applicants who are genuinely interested in taking this examination and instruct them to place their signatures after assuring the accuracy of the full name and other information entered in the application.
07. Applications should be completed in two copies, and the originals should be sent by **registered post** to the **Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations, Sri Lanka, P.O. Box 1503, Colombo** the envelope sent herewith before 26th of August, 2024. **The second copy of the application should be kept in possession of the Head of Religious Schools.** Since the applications received after closing date and received with shortcomings are rejected it is advisable to fill the applications properly and sent to be received at the above address before closing date of the applications.
08. Religious Schools applying for the first time for this examination should submit certified copies of documents to prove their registration at the Department of Christian Religious Affairs.

J.A.J.R. Jayakody
Deputy Commissioner of Examinations (Organization)
For Commissioner General of Examinations