

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

DISTRICT/ TOWN LIST

District/ Town Number	District/ Town
01	Colombo
02	Gampaha
03	Kalutara
04	Kandy
05	Matale
06	Nuwara Eliya
07	Galle
08	Matara
09	Hambantota
10	Jaffna
11	Mannar
12	Vavuniya
13	Mullaitivu
14	Kilinochchi
15	Batticaloa
16	Ampara
17	Trincomalee
18	Kurunegala
19	Puttalam
20	Anuradhapura
21	Polonnaruwa
22	Badulla
23	Monaragala
24	Ratnapura
25	Kegalle

(Please read the attached instructions carefully before filling the Application.)

Department of Examinations, Sri Lanka
Catholic Dharmacharya Certificate Examination - 2024

SECOND COPY

1.0 Name of Institution and Address (IN BLOCK CAPITAL LETTERS) 1.1 Telephone Number (Mobile) Fixed (Landline) 1.2 District of Institution (IN BLOCK CAPITAL LETTERS) 1.3 District No:	2.0 The Computerized No. Given to Your Institution (School No. / SCH No.) <table border="1" style="width:100%; height: 20px; margin-top: 10px;"> <tr> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> </tr> </table>							3.0 Total No. of Candidates Sitting for the Examination Sinhala <input style="width: 30px; height: 20px;" type="text"/> English <input style="width: 30px; height: 20px;" type="text"/> Tamil <input style="width: 30px; height: 20px;" type="text"/> Total <input style="width: 30px; height: 20px;" type="text"/>	4.0 The Town and the Town No. Applied for the Examination. (a) 1 st choice Town No. (b) 2 nd choice Town No.

5.0 Serial No.	6.0 Full Name with Surname (Write in English Capital Letters) ➤ Name of clergy/ priests shall be entered first and the lay-candidates subsequently. Names should be written clearly in capital letters as in the birth certificate/ clergy certificate. Eg: - 01. REV. FR. JOSEPH FERNANDO 02. REV. SR. MARY RITA 03. SAPARAMADUGE VIHAN ADRIAN ➤ Each name should be started in a new line with the serial number accurately. In case a single line is insufficient, use the next line.	7.0 National Identity Card No. / Valid Passport No. / Valid Driving License No.	8.0 Medium (Write the relevant No.) Sinhala - 2, Tamil - 3, English - 4	9.0 Gender (Write the relevant No.) Male - 0, Female - 1	10.0 Mobile Phone No. of Applicant	11.0 Subjects Applied (Mention the relevant Subject No. in the respective column)					12.0 Examination Fee Paid (Rs.) If exam fee is not relevant, write "Free"	13.0 Those who have applied to complete a referred subject		14.0 Signature of the Candidate
						01 - Holy Bible	02 - Liturgy & Sacraments	03 - History of the Church (Global and Sri Lankan Church History)	04 - Catechism	05 - Social Teaching of the Church		13.1 Previous Index No.	13.2 Year	
Total														

15.0 Commissioner General of Examinations,
 I hereby certify that above candidates will appear from this institution, they have completed the requirements provided under heading 4 of the rules and recommendation form, and they signed in front of me. The payment receipt No. dated obtained subsequent to the payment of the full examination fee of Rs. to post office, charged from candidates who should pay the respective examination fee, is attached overleaf.

Date: Name of the Head of Institution: Signature of the Head of Institution:

(Please read the attached instructions carefully before filling the Application.)

Department of Examinations, Sri Lanka
Catholic Dharmacharya Certificate Examination - 2024

ORIGINAL COPY

1.0 Name of Institution and Address (IN BLOCK CAPITAL LETTERS) 1.1 Telephone Number (Mobile) Fixed (Landline) 1.2 District of Institution (IN BLOCK CAPITAL LETTERS) 1.3 District No:	2.0 The Computerized No. Given to Your Institution (School No. / SCH No.) <table border="1" style="width:100%; height: 20px; margin-top: 10px;"> <tr> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> </tr> </table>							3.0 Total No. of Candidates Sitting for the Examination Sinhala <input style="width: 30px; height: 20px;" type="text"/> English <input style="width: 30px; height: 20px;" type="text"/> Tamil <input style="width: 30px; height: 20px;" type="text"/> Total <input style="width: 30px; height: 20px;" type="text"/>	4.0 The Town and the Town No. Applied for the Examination. (a) 1 st choice Town No. (b) 2 nd choice Town No.

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						01 - Holy Bible	02 - Liturgy & Sacraments	03 - History of the Church (Global and Sri Lankan Church History)	04 - Catechism	05 - Social Teaching of the Church		13.1 Previous Index No.	13.2 Year	
Total														

15.0 Commissioner General of Examinations,
 I hereby certify that above candidates will appear from this institution, they have completed the requirements provided under heading 4 of the rules and recommendation form, and they signed in front of me. The payment receipt No. dated obtained subsequent to the payment of the full examination fee of Rs. to post office, charged from candidates who should pay the respective examination fee, is attached overleaf.

Date: Name of the Head of Institution: Signature of the Head of Institution:

Pay the money to the Post Office and get the receipt and paste it here. (Money orders are not accepted.)

Instructions to Fill the Application Form

- Please write the name of the Institution and the address clearly in Capital Letters.
 - Mention the permanent land phone number of the Institution and the mobile phone number of the head of the institution.
 - Write the District for which the institution belongs in English Capital letters.
 - Mention the District number for which the institution belongs. (As per instruction form)
- Write down the Six-Figure Computerized number (School No / SCH NO) given to your Institution by the Department of Examinations, Sri Lanka, clearly in the relevant cages.
- Mention the medium wise Total and the Total number of candidates who wish to sit for the examination in the relevant box. In case the application includes several pages, write the number of total candidates on the first page only.
- As per the instruction form sent to you with this application, mention the towns and town numbers applied for. Mention with the respective town numbers, the most convenient town under (a) as the 1st choice and another town that can be used alternatively under (b) as the 2nd choice.
- Mention the respective consecutive number as 01, 02, 03, with respect to each name of the candidates included in the application form. Start from a new line when a new name is entered. When one form is not sufficient for the application, another similar form should be utilized and the consecutive numbers until the last candidate shall be mentioned accurately. Mention the total number of candidates for each subject in the cages provided under each form.
- Names of clergy / Priests shall be entered first and the names of the lay - candidates shall be entered subsequently. Each candidate's name should be written in full according to the birth certificate/ clergy certificate in English capital letters. When a single line is not sufficient to enter a certain name, the next line can be utilized and keep in mind to mention the consecutive number of the respective name accurately. (See the examples provided in the relevant column.)
- Mention either National Identity Card number, Valid Sri Lankan Passport number or Valid Sri Lankan Driving License number.
- The medium to appear for the Examination in of case Sinhala enter number 2, in case of Tamil enter number 3, and in case of English enter number 4.
- Gender shall be defined as follows: in of case male enter number 0 and in of case Female enter number 1.
- Write down the mobile phone number of each applicant.
- Enter the relevant Subject number of applied subjects.
- Examination fees: - An Examination fee will not be charged from the applicants who apply for the examination for the first time. Such applicants shall mention "free" in the cage provided. Those who wish to complete a referred subject have to pay an Examination fee of Rs. 50/-. Those who applied for the second time afterwards for more than one subject shall pay an examination fee of Rs. 200/-. (Applicants whose names are not mentioned in the register of the school, shall pay an examination fee of Rs. 200/- Mention the amount of the examination fee in the cage provided in front of the name of each applicant.
- Complete the following information with respect to the candidates who have applied to complete the referred subject only.
 - Mention the index number of the year referred.
 - Mention the year of the Examination referred.
- Give the Instructions to the applicants to sign after checking for the accuracy of their Names, NIC numbers, Subjects and other details.
- Recheck whether the names, signatures, paid examination fees and other details are entered accurately and place the signature of the head of the institution (Principal) along with his/her name. Place stamp of the Institution in the space provided.
- Attach the receipt obtained in the above (16) cage, subsequent to the payment of the entire examination fees made by all relevant candidates to a Post Office.

නැපැල් කාර්යාලයට මුදල් ගෙවා ලබා ගත් ලදුපත මෙහි අලවන්න. (මුදල් ඇණවුම් භාර ගනු නොලැබේ.)

අයදුම්පත් සම්පූර්ණ කිරීම සඳහා උපදෙස්

- ආයතනයේ නම සහ සම්පූර්ණ ලිපිනය පැහැදිලිව ඉංග්‍රීසි කැපිටල් අකුරෙන් ලියන්න.
 - ආයතනයේ ස්ථාවර දුරකථන අංකය හා ආයතන ප්‍රධානියාගේ ජංගම දුරකථන අංකය සඳහන් කරන්න.
 - ආයතනය අයත් දිස්ත්‍රික්කය ඉංග්‍රීසි කැපිටල් අකුරෙන් සඳහන් කරන්න.
 - ආයතනය අයත් දිස්ත්‍රික් අංකය සඳහන් කරන්න. (උපදෙස් පත්‍රිකාවේ පරිදි)
- ඔබ ආයතනයට ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුවෙන් ලබා දී ඇති ඉලක්කම් 6 කින් යුත් පරිගණක අංකය (පාසල් අංකය / SCH No.) අදාළ කොටු තුළ නිවැරදිව ලියන්න.
- විභාගය සඳහා එක් එක් භාෂා මාධ්‍ය අනුව ඉදිරිපත්වන අයදුම්කරුවන් සංඛ්‍යාව හා මුළු අයදුම්කරුවන් සංඛ්‍යාව අදාළ කොටුවේ සඳහන් කරන්න. අයදුම්පත සඳහා පිටු කිහිපයක් ඇතුළත් වන්නේ නම් මුළු අයදුම්කරුවන් ගණන පළමු වන පිටුවේ පමණක් ඇතුළත් කරන්න.
- මෙම අයදුම්පත සමඟ ඔබ වෙත එවා ඇති උපදෙස් පත්‍රිකාවේ සඳහන් පරිදි, අයදුම් කරන නගරය හා නගර අංකය සඳහන් කරන්න. මෙහිදී වඩාත් පහසු නගරය (a) යටතේ 1 වන තේරීම ලෙස ද විකල්ප ලෙස යොදා ගත හැකි නගරයක් (b) යටතේ 2 වන තේරීම ලෙසද අදාළ නගර අංක ද සමඟ ඇතුළත් කරන්න.
- අයදුම්පතට ඇතුළත් කරනු ලබන එක් එක් අයදුම්කරුවන්ගේ නමට අදාළව අනු අංක 01, 02, 03, ආදී වශයෙන් සඳහන් කරන්න. නමක් ඇතුළත් කිරීම හැට්ටම අලුත් රූලකින් ආරම්භ කරන්න. අයදුම්පත සඳහා මෙම එක් පත්‍රිකාවක් ප්‍රමාණවත් නොවන විටෙක තවත් මෙවැනි පත්‍රිකාවක් යොදා ගත යුතු අතර, අවසාන පත්‍රිකාවේ අවසන් අයදුම්කරු දක්වාම අනු අංක නිවැරදිව සඳහන් කළ යුතුය. එක් එක් පත්‍රිකාවේ අවසානයේ දක්වා ඇති කොටු තුළ ඒ ඒ පත්‍රිකාවේ එක් එක් විෂයය සඳහා ඇතුළත් වන මුළු අයදුම්කරුවන් සංඛ්‍යාව සඳහන් කරන්න.
- පැවිදි / පූජක අයදුම්කරුවන්ගේ නම් පළමුවෙන් ද ගිහි අයදුම්කරුවන්ගේ නම් ඊළඟට ද වන පරිදි නම් ඇතුළත් කළ යුතු අතර, උප්පැන්න සහතිකයේ / පැවිදි සහතිකයේ සඳහන් වන ආකාරයටම ඒ ඒ අයදුම්කරුවන්ගේ සම්පූර්ණ නම් ඉංග්‍රීසි කැපිටල් අකුරින් සඳහන් කරන්න. නමක් ඇතුළත් කිරීම සඳහා එක් රූලක් ප්‍රමාණවත් නොවන විටෙක ඊළඟ රූල ද ප්‍රයෝජනයට ගත හැකි අතර එක් එක් නමට අදාළ අනු අංක නිවැරදිව යෙදීමට වගබලා ගත යුතුය. (අදාළ තීරුවේ දී ඇති උදාහරණ බලන්න.)
- ජාතික හැඳුනුම්පත් අංකය හෝ වලංගු විදේශ ගමන් බලපත්‍ර අංකය හෝ වලංගු ශ්‍රී ලාංකික රියදුරු බලපත්‍ර අංකය සටහන් කරන්න.
- විභාගයට ඉදිරිපත් වන්නේ සිංහල මාධ්‍යයෙන් නම් අංක 2 ද දෙමළ මාධ්‍යයෙන් නම් අංක 3 ද ඉංග්‍රීසි මාධ්‍යයෙන් නම් අංක 4 ද යොදන්න.
- ස්ත්‍රී / පුරුෂ භාවය සඳහන් කිරීමේදී පුරුෂ නම් අංක 0 ද ස්ත්‍රී නම් අංක 1 ද යොදන්න.
- එක් එක් අයදුම්කරුගේ ජංගම දුරකථන අංකය සඳහන් කරන්න.
- ඉල්ලුම් කරන විෂයය සටහන් කිරීමේදී විෂයයට අදාළ අංකය යොදන්න.
- විභාගයට ගාස්තු අය කිරීම: - පළමුවරට පෙනී සිටින අයදුම්කරුවන්ගෙන් විභාග ගාස්තු අය නොකෙරේ. එම අයදුම්කරුවන්ට කොටුව තුළ "නිදහස්" ලෙස සටහන් කරන්න. උන සමත් විෂයය සම්පූර්ණ කිරීමට අයදුම් කරන අයදුම්කරුවකු රු. 50/- ක විභාග ගාස්තුවක් ගෙවිය යුතුය. දෙවන හෝ ඉන්පසු වාරයක විෂයයන් එකකට වඩා පෙනී සිටින අයදුම්කරුවකු රු. 200/- ක විභාග ගාස්තුවක් ගෙවිය යුතුවේ. (දහම් පාසල් නාම ලේඛනයේ නම සඳහන් නොවන අයදුම්කරුවන් පළමුවර පෙනී සිටින විටද රු.200/-ක විභාග ගාස්තුව ගෙවිය යුතුය.) ඒ ඒ අයදුම්කරුගේ නම ඉදිරියෙන් අදාළ කොටුව තුළ විභාග ගාස්තුව සඳහන් කරන්න.
- උන සාමාර්ථය සම්පූර්ණ කිරීම සඳහා විභාගයට ඉල්ලුම් කරන අයදුම්කරුවන් සම්බන්ධයෙන් පමණක් මෙම විස්තර සම්පූර්ණ කරන්න.
 - උන සාමාර්ථය ලත් වර්ෂයේ විභාග අංකය සඳහන් කරන්න.
 - උන සාමාර්ථය ලත් වර්ෂය සඳහන් කරන්න.
- තම නම, ජාතික හැඳුනුම්පත් අංකය පෙනී සිටින විෂයයන් හා අනෙකුත් තොරතුරු සියල්ල නිවැරදිව පරීක්ෂා කිරීමෙන් අනතුරුව තම අත්සන යොදන ලෙසට අයදුම්කරුවන් දැනුවත් කර අයදුම්කරුවන්ගේ අත්සන ලබා ගන්න.
- අයදුම්කරුවන්ගේ නම, ඔවුන්ගේ අත්සන්, ගෙවන ලද විභාග ගාස්තු හා අනෙකුත් තොරතුරු නිවැරදිව ඇතුළත් වී ඇත්දැයි නැවත පරීක්ෂාකර බලා ආයතන ප්‍රධානියා (ප්‍රධානාචාර්ය) විසින් අත්සන් කර ආයතන ප්‍රධානියාගේ නම ද සඳහන් කළ යුතුය. වෙන්කොට ඇති ස්ථානයේ ආයතනයේ මුද්‍රාව තබන්න.
- විභාග ගාස්තු ගෙවිය යුතු සියලුම අයදුම්කරුවන්ගෙන් එම මුදල් අයකොට , එම සම්පූර්ණ මුදල නැපැල් කාර්යාලයක් වෙත ගෙවා ලබාගන්නා ලදුපත ඉහත දක්වා ඇති (16) කොටුව තුළ අලවන්න.

தபால் அலுவலகத்தில் பணம் செலுத்திப் பெற்றுக்கொண்ட பற்றுச்சீட்டை இங்கே ஒட்டவும். (காசுக்கட்டளைகள் ஏற்றுக்கொள்ளப்பட மாட்டாது)

விண்ணப்பப்படிவங்களை பூரணப்படுத்துவதற்கான அறிவுறுத்தல்கள்

- மறைப்பாடாசாலையின் பெயர், முகவரி ஆகியவற்றை தெளிவாக ஆங்கில கெப்பிட்டல் எழுத்தில் எழுதவும்.
 - மறைப்பாடாசாலையின் நிரந்தர தொலைபேசி எண்ணையும் மறைப்பாடாசாலைத் தலைவரின் செல்லிடத் தொலைபேசி எண்ணையும் குறிப்பிடவும்.
 - மறைப்பாடாசாலை அமைந்துள்ள மாவட்டத்தை ஆங்கில கெப்பிட்டல் எழுத்தில் குறிப்பிடவும்.
 - மறைப்பாடாசாலை அமைந்துள்ள மாவட்ட இலக்கத்தையும் குறிப்பிடவும். (அறிவுறுத்தல் பத்திரத்தில் குறிப்பிட்டவாறு)
- உங்கள் மறைப்பாடாசாலைக்கு இலங்கைப் பரீட்சைத் திணைக்களத்தினால் வழங்கப்பட்டுள்ள 6 இலக்கம் கொண்ட எண்ணை (பாடாசாலை எண்/SCH No) உரிய கூட்டினுள் சரியாகக் குறிப்பிடவும்.
- பரீட்சைக்குத் தோற்றும் மொழி மூலத்திற்கு ஏற்ப பரீட்சார்த்திகளின் எண்ணிக்கையையும், மொத்தப் பரீட்சார்த்திகளின் எண்ணிக்கையையும் உரிய இடத்தில் குறிப்பிடவும். விண்ணப்பப்படிவங்கள் ஒன்றுக்கு மேற்பட்ட பக்கங்களைக் கொண்டிருப்பின், விண்ணப்பதாரியின் மொத்த எண்ணிக்கையை முதலாவது பக்கத்தில் மாத்திரம் குறிப்பிடவும்.
- இவ்விண்ணப்பப்படிவத்துடன் அனுப்பப்பட்டுள்ள அறிவுறுத்தல் படிவத்தில் உள்ளவாறு, விண்ணப்பிக்கும் நகரம், நகர இலக்கம் ஆகியவற்றைக் குறிப்பிடவும். இங்கு மிகவும் அண்மையிலுள்ள நகரம் (a) கீழ் 1 ஆவது தெரிவாகவும், அதற்கு அடுத்து அண்மையிலான நகரத்தை (b) இன் கீழ் 2 ஆவது தெரிவாகவும், உரிய நகர இலக்கத்துடன் குறிப்பிடவும்.
- விண்ணப்பப்படிவத்தில் உள்ளடக்கப்படும் ஒவ்வொரு விண்ணப்பதாரருக்குமான தொடர் எண் 01, 02, 03.... என குறிப்பிடவும். ஒவ்வொரு பெயரையும் புதிய வரியில் ஆரம்பிக்கவும். விண்ணப்பப்படிவம் போதாவிடின் மேலும் விண்ணப்பப்படிவங்களைப் பயன்படுத்தலாம், ஆனால் இறுதி விண்ணப்பதாரர் வரை தொடர் எண் பிழையின்றி குறிப்பிடப்படல் வேண்டும். ஒவ்வொரு விண்ணப்பப்படிவத்தினதும் இறுதியில் உள்ள கூட்டினுள் அந்தந்தப் படிவத்திற்கான பாடங்களுக்காக உள்ள மொத்த விண்ணப்பதாரர்களினதும் எண்ணிக்கையைக் குறிப்பிடவும்.
- அருட்சகோதர / அருட்சகோதரியின் பெயர் விண்ணப்பப்படிவத்தில் முதலாவதாகவும், பொதுநிலையினரை அதற்கு அடுத்தபடியாகவும் குறிப்பிடுவதோடு, ஒவ்வொரு விண்ணப்பதாரரினதும் பெயர் பிறப்புச் சான்றிதழில் / மதகுரு சான்றிதழில் உள்ளவாறு குறிப்பிடல் வேண்டும். அத்தோடு முழுப்பெயரை ஆங்கில கெப்பிட்டல் எழுத்தில் குறிப்பிடவும். பெயரை எழுதும் போது ஒரு வரி போதாவிடின் அடுத்த வரியையும் பயன்படுத்தவும். ஒவ்வொரு பெயருக்கும் உரிய தொடர் எண்ணை சரியாக எழுதவும். (தரப்பட்டுள்ள உதாரணத்தைப் பார்க்கவும்)
- தேசிய அடையாள அட்டை அல்லது செல்லுப்படியாகும் கடவுச்சீட்டு அல்லது செல்லுப்படியாகும் வாகன அனுமதிப் பத்திர இலக்கத்தைக் குறிப்பிடவும்.
- பரீட்சைக்கு சிங்கள மொழி மூலம் தோற்றுவதாயின் இல 2, தமிழ் மொழி மூலம் தோற்றுவதாயின் இல 3, ஆங்கில மொழி மூலம் தோற்றுவதாயின் இல 4 ஐயும் உட்படுத்தவும்.
- பால் நிலையை குறிப்பிடுகையில் ஆண் ஆயின் இல 0 எனவும் பெண் ஆயின் இல 1 எனவும் இடப்படல் வேண்டும்.
- ஒவ்வொரு விண்ணப்பதாரியினதும் செல்லிடத் தொலைபேசி இலக்கத்தைக் குறிப்பிடவும்.
- விண்ணப்பிக்கும் பாடத்தைக் குறிப்பிடுகையில், பாடத்திற்குரிய எண்ணையும் குறிப்பிடல் வேண்டும்.
- பரீட்சைக்கான கட்டணத்தை அறவிடுதல்: முதல் முறையாகத் தோற்றும் விண்ணப்பதாரிகள் பரீட்சைக் கட்டணம் செலுத்த வேண்டியதில்லை அவ் விண்ணப்பதாரிகளின் கூட்டினுள் "விடுவிகப்பட்டுள்ளனர்" எனக் குறிப்பிடவும். நூன சித்தி பெற்ற பாடமொன்றைப் பூரணப்படுத்துவதற்காக விண்ணப்பிக்கும் ஒரு விண்ணப்பதாரி ரூ. 50 /- பரீட்சைக் கட்டணமாகச் செலுத்த வேண்டும். இரண்டாம் அல்லது அதற்கு மேற்பட்ட பாடங்களில் தோற்றும் விண்ணப்பதாரி ஒருவர் ரூ. 200/- பரீட்சைக் கட்டணமாகச் செலுத்த வேண்டும். (மறைப் பாடாசாலையின் பெயர் பட்டியலில் பெயர் குறிப்பிடப்படாத விண்ணப்பதாரிகள் முதல் தடவை தோற்றும்போதும் முழுமையான பரீட்சைக் கட்டணத்தைச் செலுத்த வேண்டும்.) ஒவ்வொரு விண்ணப்பதாரரினதும் பெயரின் எதிரே உரிய கூட்டினுள் பரீட்சைக் கட்டணத்தைக் குறிப்பிடுக.
- நூன சித்தியை முழுமைப்படுத்த விண்ணப்பிக்கும் விண்ணப்பதாரிகள் மாத்திரம் கீழுள்ள விபரத்தைப் பூரணப்படுத்தவும்.
 - நூன சித்தி பெற்ற வருடத்தின் கூட்டெண்ணைக் குறிப்பிடவும்.
 - நூன சித்தி பெற்ற வருடத்தைக் குறிப்பிடவும்.
- பெயர், அடையாள அட்டை இலக்கம், தோற்றும் பாடங்கள் ஆகிய அனைத்து விபரங்களையும் சரிபார்த்த பின்னர் கையொப்பத்தை இடுமாறு விண்ணப்பதாரர்களை அறிவுறுத்தி, கையொப்பத்தைப் பெறவும்.
- விண்ணப்பதாரரின் பெயர், அவர்களின் கையொப்பம், செலுத்த வேண்டிய பரீட்சைக் கட்டணம் ஆகிய அனைத்து விபரங்களும் சரியாக உட்படுத்தப்பட்டுள்ளனவா என மீண்டும் பரீட்சித்துப் பார்த்து மறைப்பாடாசாலைத் தலைவர் கையொப்பமிட்டு தமது பெயரை குறிப்பிடவும். உரிய இடத்தில் பாடாசாலை முத்திரை இடவும்.
- பரீட்சைக் கட்டணம் செலுத்த வேண்டிய அனைத்தும் விண்ணப்பதாரிகளினதும் தொகையைப் பெற்றுக் கொண்டு அம் முழுப் பணத்தை தபால் அலுவலகத்தில் செலுத்தி பெற்றுக் கொண்ட பற்றுச் சீட்டை மேலே காட்டப்பட்டுள்ள (16) என்ற கூட்டினுள் ஒட்டவும்.