

My No. : 5/4/4/8/2024

Institutional Examinations Organization Branch,
Department of Examinations, Sri Lanka,
Pelawatta, Battaramulla.

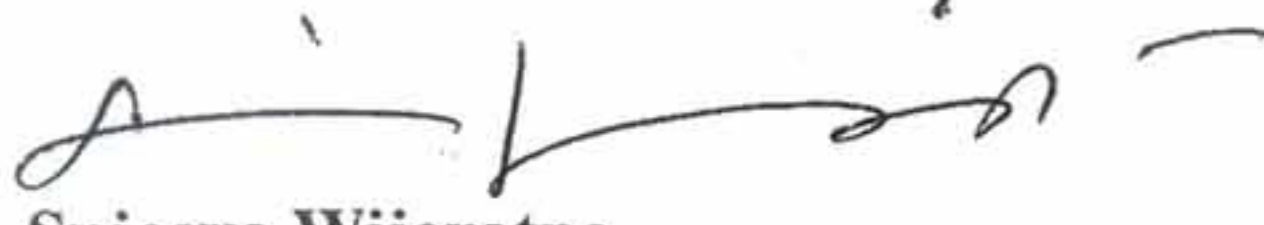
21.01.2025

To Heads of Catholic Catechism Schools,

Catholic Daham Pasal (Catechism School) Final Certificate Examination – 2024
Instructions to Fill the Applications

Your attention is kindly drawn to the notice published in the government gazette dated 07th of February, 2025 on the above examination, and requested to 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 **registration number** allocated for your Catechism School should be mentioned under heading 2.0 (The relevant 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 Catechism School.
04. External applicants are not permitted to apply for the examination privately. They have been instructed to apply through the Catechism School nearest to their residence. Therefore, you are specially informed to allow any external applicant to apply as a private applicant through your Catechism School upon satisfaction of his/her qualifications as per the gazette notification dated 07th of February, 2025 and by levying the prescribed examination fee.
05. Catechism School 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 should be paid to any post office on the island under the revenue head No. 20-03-02-13 of Commissioner General of Examinations and the receipt of 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. Application 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** in the envelope sent herewith before 07th of March, 2025. **The second copy of the application should be kept in possession of the Head of Religious School.** Since the applications received after closing date and those containing deficiencies will be 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. Catechism 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.
09. If any candidate with special needs appears through your Catechism School, the nature of his/her special need should be informed in writing, and relevant medical reports should be attached to the application.



Sujeewa Wijeratne,

Deputy Commissioner of Examinations (Organization),
For Commissioner General of Examinations