

# Application form for the post of Primary Prefect - 2025

1. Admission number : .....

2. Full name of the applicant :

.....  
.....

Photograph of  
the applicant in  
college tie  
(Passport Size)

3. Address : .....

.....  
.....

4. E-mail : .....,.....

5. Contact numbers - Residence : .....

Mobile : .....

6. Present class : .....

7. Name of the class teacher : .....

8. Classes in 2021, 2022, 2023, 2024 and 2025 names of the class teachers:

Year	Class	Name of the class teacher
2021		
2022		
2023		
2024		
2025		

**9. Academics:**

- a. *The criteria allocate marks for the **average** of 2<sup>nd</sup> and 3<sup>rd</sup> term tests only. The 1<sup>st</sup> term is not taken into account.*
- b. *The criteria specify the subjects to be considered as First language, English, Mathematics and Environmental studies.*

Year	2 <sup>nd</sup> term	3 <sup>rd</sup> Term
2024		

**10. Sports:**

- A. *The criteria segregate and allocate marks for competitions based on school level, circuit/ zonal, interschool/ all island. Invitational competitions are not taken into account.*
- B. *Provision has been made in the criteria for extra marks to be awarded for any Leadership posts (Games/ House/ Team Captains), achievements in International, National level competitions and other remarkable achievements.*

10.1 Sport	10.2 Years of Participation

## 11.1 Achievements

### 11.1.1 Intra-School/Inter School Achievements/Invitational Competitions:

Year	Sport Event	Achievement

### 11.1.2. Sports activities representing the school (Achievements at competition which are held by or under the permission of, Ministry of Education.)

	Sport	Event			
		Zonal/ Circuit	Provincial/ District	All Island	International
2021					

2022					
2023					
2024					
2025					

## 12. Clubs & Societies:

12.1 Club/Society	12.2 Years of Participation

### 12.1. Achievements & activities done under Clubs/Societies:

Year	Achievement / Event Participated
2022	
2023	
2024	
2025	

**13. Band/Choir/Orchestra:**

Year	Event
2022	
2023	
2024	
2025	

**14. Cub Scouting:**

A. *The criteria allocate marks only for the Silver and Bronze star.*

Year	Event
2023	
2024	
2025	
Proficiency badges/Participation of District and/or National Events	

## Areas that will not be considered for the selection of Primary Prefects

- Academic performance not related to Royal College .
  - Ex – Elocution exams, Language courses, Tuition class exams. Etc.
- Extra- curricular activities performed, and achievements obtained neither related to College nor representing the college.
  - Ex –Sporting activities representing private sports clubs, external organizations, Private scouting, Etc.
- Zonal/ District / National level achievements at competitions which are not held by or under the permission of Ministry of Education.
- Co-curricular activities performed, and achievements obtained neither related to College nor representing College.
  - Ex – Music exams, Private aesthetic groups, Private student organizations etc.

### Guidelines

- ❖ Only short-listed Primary Prefect applicants will be called for interviews.
- ❖ It is **compulsory to produce the certificates/documents at the interviews** for the above-mentioned activities and achievements.
- ❖ In the absence of certificates, note of such activity or achievement on the student record book signed by the respective teacher in-charge maybe considered.
- ❖ Any form of forgery with regards to certificates and signatures will lead to the immediate disqualification of the applicant.
- ❖ “**Any form of influence** with regards to the appointment of Primary Prefects will lead to the immediate disqualification of the applicant.”
- ❖ The decision made by the Principal of Royal College on the appointment of Primary Prefects will be final.
- ❖ All applicants are required to **affix a recent passport-sized color photograph with the college tie** on the application.
- ❖ Applications should be handed over to the **Primary School Office before 1.30pm on the 9<sup>th</sup> of April 2025** No applications will be accepted after the above-mentioned deadline.
- ❖ All applicants are required to submit **certified photocopies of supporting documents** along with their application. (All supporting documents must be certified by a signature of the applicant himself)
- ❖ The application & proof documents must be enclosed within **separately** sealed envelopes titled ‘**Application for the post of Primary Prefect**’ with the applicant’s **Name & Class** clearly written on the envelope and should be entered to the **separately** tagged boxes.
- ❖ Interview dates will be announced within days after the above-mentioned deadline. (Please check the noticeboard at the Primary & Middle School Office)
- ❖ **Applications must be typed, handwritten applications will not be accepted.** Extra rows may be added to the tables if needed.
- ❖ An **80% attendance average**, and a **60% academic average** is required by the candidate in grade 4 for the year 2024.

**I have read and understood the instructions given above and hereby confirm that the above-mentioned details are true to the best of my knowledge and also understand that if any of the above details are proved false, it will lead to my instant disqualification.**

**If I am selected as a Primary Prefect, I promise to adhere to the instructions of the Senior Prefects and teachers & perform any duty assigned to me, with dedication and commitment.**

.....  
Date

.....  
Applicant's Signature

.....  
Name of Parent / Guardian

.....  
Signature

.....  
Name of Class Teacher

.....  
Signature