

Application form for the post of Primary Prefect - 2026

1. Admission number :

2. Full name of the applicant :

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Photograph of
the applicant in
college tie
(Passport Size)

3. Address :

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

5. Contact numbers -

Residence :

Mobile :

6. Present class :

7. Name of the class teacher :

8. Classes in 2022, 2023, 2024, 2025 and 2026 names of the class teachers:

Year	Class	Name of the class teacher
2022		
2023		
2024		
2025		

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
2022					
2023					
2024					
2025					

2026				

12. Clubs & Societies:

12.1 Club/Society	12.2 Years of Participation

12.1. Achievements & activities done under Clubs/Societies:

Year	Achievement / Event Participated
2023	

2024	
2024	
2024	
2024	
2024	
2024	
2025	
2025	
2025	
2025	
2025	
2025	
2026	
2026	
2026	
2026	
2026	
2026	

13. Band/Choir/Orchestra:

Year	Event
2023	
2024	
2025	

2026	

14. Cub Scouting:

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

Year	Event
2024	
2025	
2026	
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 2.00pm on the 30th January 2026** 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.
- † Interviews will be Called for applicants with 80 Percent attendance in the year 2025 for Grade 04

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.

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Date

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Applicant’s Signature

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Name of Parent / Guardian

.....
Signature

.....
Name of Class Teacher

.....
Signature