

Circular Letter No. 94 /2014

My No. PGIM/EX/12/SE/MSc/Med/Ad (14)
Postgraduate Institute of Medicine,
160, Norris Canal Road,
Colombo 7.
9th December, 2014

To : Director/NHSL, Colombo,
Directors/MSS of Teaching/General Hospitals,
Regional Directors of Health Services,
Deans of Faculties of Medicine/Medical Sciences,
Universities of Peradeniya/Colombo/Jaffna/Ruhuna/Kelaniya/
Sri Jayewardenepura/Rajarata/EUSL/KDU

**SELECTION EXAMINATION FOR ENROLMENT TO THE IN-SERVICE
TRAINING PROGRAMME IN MSc (MEDICAL ADMINISTRATION)
– FEBRUARY 2015**

1. The above examination is scheduled to commence on **27th February, 2015.**
2. Applications are invited by me from medical / dental officers in the state and non-state sectors possessing the following requirements to sit the Selection Examination for enrolment to the in-service training programme in MSc (Medical Administration) in the year 2015.

2.1 Candidates who are Medical Graduates shall,

- (a) have a medical degree registered with the Sri Lanka Medical Council (Foreign nationals should have a degree registrable with the Sri Lanka Medical Council);
- (b) satisfactory completion of internship acceptable to the Sri Lanka Medical Council;
- (c) have three (03) years post-internship experience in posts acceptable to the Board of Study on the closing day of the application.

2.2 Candidates who are Dental Graduates shall,

- (a) have a dental degree registered with the Sri Lanka Medical Council
- (b) have five (05) years experience in posts acceptable to the Board of Study on the closing day of the application.

Note:

The criteria prescribed in paragraph 2.1 (c) and 2.2 (b) must have been satisfied by the applicants as at the date of closure of applications, provided that where a short-fall has occurred due to any reasons including sick, maternity or other leave, the doctor concerned should complete such shortfall in order to become eligible to apply for the Selection Examination.

3. The applicants to be eligible for enrolment to the training programme should pass the selection examination. The current format of the selection examination for the perusal of applicants is described in the prospectus 2011 and relevant examination documents which are available at the PGIM.
4. The selection examination shall consist of a Theory Paper of three (03) hours duration in two Sections, A and B. Section A shall have 3 questions and Section B shall have 2 questions.
5. The candidates who pass the selection examination by obtaining a pass mark of 50% only shall be considered for enrolment to the course.
6. Past question papers are available for sale in the PGIM Library or can be download from our website <http://pgim.cmb.ac.lk/library/>.
7. Only a **maximum of 25 candidates** from the Ministry of Health who pass the selection examination and who are **above the “cut-off line” in the merit list** will be enrolled in the training programme in the order of merit.
8. Only a **maximum of 01 candidate** from the **non-state sector** who pass the selection examination and who are **above the “cut-off line” in the merit list** will be enrolled in the training programme in the order of merit.
9. Only a **maximum of 01 candidate** from the **State Universities** who pass the selection examination and who are **above the “cut-off line” in the merit list** will be enrolled in the training programme in the order of merit.
10. Only a **maximum of 01 candidate** from the **Armed Forces (including Police)** who pass the selection examination and who are **above the “cut-off line” in the merit list** will be enrolled in the training programme in the order of merit.
11. However if extra candidate/s than the allocated number/s is/are available above the “cut off line” from the Non State Sector, Universities and Armed Forces all such candidate’s shall be enrolled though this may exceed the allocated number as per section 8, 9 and 10 above.
12. If the allocated number from other three sectors as per section 8, 9, 10 above are not enrolled due to non availability of qualified candidates the allocated number for the state sector shall be increased accordingly and candidates below the “cut off line” shall be enrolled based on merit to the vacant positions.
13. In the event of extra number of candidates exceeding the allocated number from the other three sectors are selected as per section 11 above, a similar extra number from the State Sector below the “cut off line” based on merit shall be enrolled.
14. **MSc course is a full-time 01 year training programme. The candidates who pass the Selection Examination should submit a letter to Director, PGIM from Secretary / Health to confirm the full-time release for enrolment. The candidates who fail to submit this letter shall not be enrolled / registered for the course.**
15. Following the examination and release of results the above numbers shall not be changed nor shall requests for such changes be entertained.
16. Each year only the scheduled Selection Examination in the approved examination calendar shall be held. No repeat or additional examinations will be held.

17. The allocation of training units will be done as described in “Guidelines for enrolment of non-state sector trainees in to PGIM training programmes-2011” and according to the approved procedure by the PGIM based on merit. The allocated training unit/s shall not be changed for personal reasons.
18. When a candidate is selected, he/she should register in the same year. If this is not done another eligible candidate will be selected. And the candidate, who refused, will not be permitted to register in the programme in a subsequent year with the same results unless a valid medical certificate from a consultant acceptable to the PGIM is submitted.
19. For all fulltime training programmes fulltime release from Ministry of Health is a prerequisite for enrollment. When relevant it may be necessary to sign a bond before such enrollment if such a requirement has been decided by the Ministry of Health or University.
20. The relevant information of the training programme, MD Examination, requirements for Board Certification are described in the Prospectus 2011 and other relevant documents. However if amendments have been made following printing of the Prospectus, the circulars with such amendments may be collected from the examination branch office of the PGIM. These circulars will also be handed over to the selected candidates at the commencement of the training programme.
21. **The candidates who shall commence the pre MD (Registrar) or Post MD (Senior Registrar) training after 1st August 2011 should pass the Pre-Board Certification Assessment to be eligible for Board Certification. The details are available at the PGIM for perusal.**
22. There should be no delay in submitting the dissertation or research report within the stipulated period as prescribed in the prospectus. If there is delay, the Board Certification will be delayed accordingly
23. Following the completion of prescribed requirements for Board Certification including overseas training the prospective trainee applies for Board Certification with the relevant documents within one month following the completion of such requirements. If this is not followed, the date of Board Certification will be delayed.
24. The prescribed fees for the examination for candidates in the state sector are as follows:

(a) Registration fee	- Rs.	4,000.00 (non refundable)
(b) Examination fees	- Rs.	10,500.00

(candidates from non-state sector will be charged 50% more of the above listed fees)
25. Eligible candidates should obtain the prescribed application forms from the Examinations Branch, Postgraduate Institute of Medicine on payment of Rs. 1000/-. Requests for application form and other details by post, should accompany a SASE 9” x 4” in size and a money order for Rs. 1000/- drawn in favor of the Postgraduate Institute of Medicine and payable at the Cinnamon Gardens Post Office, Colombo 7. The application form also could be downloaded from the website www.pgim.cmb.ac.lk on payment of Rs. 1000/-. The envelope should be marked “**Application for selection test for enrolment to the in-service training programme in MSc (Medical Administration)**” at the top left hand corner.

26. Completed applications with **every cage duly filled** should be forwarded through the Head of Department, confirming that the applicants if selected would be released for postgraduate training in the PGIM. The applications should reach the Asst. Registrar/Examinations, Postgraduate Institute of Medicine, 160, Norris Canal Road, Colombo 7 on or before **19th January 2015**. **Incomplete applications and late applications will not be considered under any circumstances.**
27. The selected candidates shall report to the training unit allocated to him/her within one month on receipt of the letter of selection to the training programme and allocation to the training unit.
28. Please bring the contents of the Circular Letter to the notice of all medical officers concerned in your department/division/faculty.
29. Please refer to the new regulations laid down by Ministry of Health regarding release of Medical Officers of Department of Health in MOH website – www.health.gov.lk
30. The unofficial results of the examination will be only released following approval by the Board of Management. However for the results to be valid and official the **Senate of the University should approve the results.**
31. The candidates will be issued an “**Examination Feedback Form**” with the admission documents and this should be sent back to Director/PGIM under confidential cover **within 48 hours after conclusion of the examination**. If the form is not returned it will be assumed that you do not have any concerns regarding the examination and it was conducted according to the Prospectus/rules/regulations of the PGIM. **No complaints or concerns regarding the examination will be entertained after 48 hours of conclusion of the examination or following the release of results** nor will these be investigated by the PGIM.

Professor H. Janaka de Silva
Director, PGIM

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1. Secretary, Ministry of Healthcare & Nutrition
 2. Director General of Health Services
 3. Deputy Director General of Health Services/Medical Services
 4. Commanders of Armed Forces
 4. Registrar, Sri Lanka Medical Council.
 5. Secretary of Board of Study in Medical Administration
 6. Hony. Secretary, Sri Lanka College of Medical Administration
 7. Hony. Secretary, GMOA