

**Circular Letter No. 109/2016**

My No. PGIM/EX/12/MD/Med/Ad/I (17)  
Postgraduate Institute of Medicine,  
160, Norris Canal Road,  
Colombo 7.  
17<sup>th</sup> October 2016

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,

**MD (MEDICAL ADMINISTRATION) PART I EXAMINATION – JANUARY, 2017**

1. The above examination will commence on **09<sup>th</sup> January, 2017**. The examination will be held in Colombo.
2. Applications are invited by me from medical officers / dental surgeons possessing the following requirements to sit the above examination:
  - (a) Successfully completed the MD (Medical Administration) Part I training programme conducted by the Board of Study in Medical Administration, PGIM with at least 80% satisfactory attendance.
3. The examination shall consists of two components, ie. Written Papers (Paper I and Paper II) and Oral Examination.
4. A candidate should obtain an overall average score of 50% (250 marks from 500 marks) and 50% for the two written papers (taken together, i.e. 200 out of 400) and minimum score of 40 percent in each of Paper I and Paper 2 and minimum of 40% for the oral examination.
5. Please note that candidates are allowed to sit 6 attempts only.
6. Past question papers are available for sale in the PGIM Library.
7. Candidates who are eligible to sit the MD Part I examination are required to be present for the first scheduled examination after completion of the training programme. If a candidate does not apply or does not sit the first scheduled examination or subsequent scheduled examinations for reasons not acceptable to the Board of Study, the examinations will be counted as attempts
8. The allocation of Post MD training units will be done as described in “General Regulations & Guidelines – 2016” and according to the approved procedure by the PGIM based on merit. The allocated training unit/s shall not be changed for personal reasons.

9. The candidates should commence the overseas training within five years after passing the MD Examination and if not the date of Board Certification will be delayed.
10. 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
11. The minimum duration of Post MD training required to be eligible for Board Certification shall be one year local and one year overseas. However the duration may be more than two years in certain specialties and the information is available in the prospectus.
12. The candidates who shall commence the Post MD (Senior Registrar) training after August 2011 should pass the Pre-Board Certification Assessment to be eligible for Board Certification. The details are available at the PGIM for perusal.
13. 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.
14. The prescribed fees for the examination, shall be as follows :-
  - (a) Registration fee - Rs. 4,000.00 (Non refundable)
  - (b) Examination fees - Rs. 27,500.00(Private candidates will be charged 50% more on each fee of the PGIM)
15. Eligible candidates should obtain the prescribed application forms from the Examinations Branch, Postgraduate Institute of Medicine on payment of Rs. 1,000/-. The application form also could be downloaded from our website [www.cmb.ac.lk/pgim](http://www.cmb.ac.lk/pgim) on payment of Rs. 1000/-. The envelope should be marked “**Application for MD (Medical Administration) Part I Examination**” at the top left hand corner.
16. Applications **with every cage duly filled** should be forwarded to the Assistant Registrar/Examinations, PGIM, 160, Norris Canal Road, Colombo 7 on or before **30<sup>th</sup> November, 2016** through the Head of Department/Course Coordinator. **Late applications will not be considered under any circumstances.**
17. Please refer to the new regulations laid down by Ministry of Health regarding release of Medical Officers / Dental Surgeons of Department of Health in MOH website – [www.health.gov.lk](http://www.health.gov.lk)
18. Please bring the contents of the Circular Letter to the notice of all medical officers / dental surgeons concerned in your department/division/faculty.
19. There shall be **no repeat or additional examinations** which are not scheduled in the approved examination calendar for the year 2017.
20. The results will be valid and official after confirmation by the **Senate of the University.**

21. 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.

Dr. Himani Molligoda  
Acting Deputy Director / PGIM

- c.c. 1. Secretary, Ministry of Healthcare and Nutrition  
2. Director General of Health Services  
3. Registrar, Sri Lanka Medical Council  
4. Secretary of Board of Study in Medical Administration  
5. Secretary, College of Medical Administration  
6. Hony. Secretary, GMOA  
7. PGIM Library  
8. PGIM Branch Library, Peradeniya