

Circular Letter No. 101/2015

My No. PGIM/EX/12/SE/MSc/Med/Ad (16)
Postgraduate Institute of Medicine,
160, Norris Canal Road,
Colombo 7.
13th November 2015

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 2016**

1. The above examination is scheduled to commence on **23rd February, 2016.**
2. Applications are invited by me from medical / dental surgeons 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 2016.

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 with 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/>.
7. **25 candidates** from the **Ministry of Health (MOH)** who pass the Selection Examination will be enrolled in the training programme. Placements will be made purely in the order of merit. The details are available at the Examination Branch office of the PGIM and on the PGIM website under “General Regulations and Guidelines 2015”. **The 25th MOH candidate’s marks will be taken as a cut-off line and the candidates in sections 9, 10 and 11 will have to obtain a mark similar to this or above to be offered a place in the training programme.**
8. The final number of available training placements will be determined based on the total number of candidates above the cut-off line.
9. All candidates from **State Universities** who are above the cut- off line will be enrolled in the training programme in order of the merit
10. All candidates from the **Armed Forces (including Police)** who are above the cut- off line will be enrolled in the training programme in order of the merit.
11. All **Non-State Sector** candidates who are above the cut- off line will be enrolled in the training programme. They will be placed below the order of merit for candidates from the MOH, State Universities and Armed Forces (including Police) based on the merit within the non-state sector category.
12. **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.**
13. Following the examination and release of results the above numbers shall not be changed nor shall requests for such changes be entertained.
14. Each year only the scheduled Selection Examination in the approved examination calendar shall be held. No repeat or additional examinations will be held.

15. The allocation of 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.
16. 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.
17. 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.
18. 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.	11,500.00

(candidates from non-state sector will be charged 50% more of the above listed fees)
19. Eligible candidates should obtain the prescribed application forms from the Examinations Branch, Postgraduate Institute of Medicine on payment of Rs. 1000/-. The application form also could be downloaded from the website <http://pgim.cmb.ac.lk/> on payment of Rs. 1000/-.
20. 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 **15th January 2016**. The envelope should be marked **“Application for the Selection Examination for enrolment to the in-service training programme in MSc (Medical Administration)”** at the top left hand corner. **Incomplete applications and late applications will not be considered under any circumstances.**
21. 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.
22. Please bring the contents of the Circular Letter to the notice of all medical officers concerned in your department/division/faculty.
23. 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
24. The results will be valid and official after confirmation by the **Senate of the University**.

25. 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