

**Circular Letter No. 33/2016**

My No. PGIM/EX/12/MD/Med/Ad/II ('16/2)  
Postgraduate Institute of Medicine,  
160, Norris Canal Road,  
Colombo 7.  
12 March, 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/Rajarata/EUSL/KDU

**MD (MEDICAL ADMINISTRATION) PART II EXAMINATION (Prospectus 2011 –  
AUGUST, 2016**

1. The above examination will commence on **1<sup>st</sup> August, 2016**. 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) Have satisfactorily completed the training course based on monthly basis and satisfactory completion of 80% attendance of all attachments as certified by the trainers;  
and
  - (b) The candidates are required to submit a soft copy and three hard copies of the portfolio and 2 research projects one month before the examination. The Portfolio and Research Projects will undergo a plagiarism check by the PGIM.
3. You are required to give notice of your intention to enter the examination with the recommendation of the 2 supervisors regarding completion of the 2 research projects on or before 29<sup>th</sup> April 2016.
4. Please note that candidates are required to submit the completed portfolio and 2 research projects ***on or before 3.00 p.m. by 1<sup>st</sup> July 2016*** along with the completed application. **No extension of time will be allowed under any circumstances.** The portfolio and research projects have to be submitted in triplicate in loose bound form in the first instance to enable the candidate to attend to any corrections and other deficiencies.
5. The examination shall consists of four parts;
  - Part A - Written Examination
  - Part B - Oral Examination
  - Part C - 2 Research Projects + Oral and
  - Part D - Portfolio

6. In order to pass the examination a candidate should obtain an overall average score of 50% or more (500 marks from 1000 marks) and 45% or more for each of the Parts A, B and C. If the trainee has obtained less than 45% for a research project, following will apply.

- (a) If average marks more than 50% and marks for the research project/projects between 40 – 45% trainee can submit the project/s within 3 months and a separate evaluation and oral examination will be held. If trainee obtains more than 45% at the repeat examination he / she is considered as passing the examination.
- (b) If average marks more than 50% and marks for the research project / projects between 35 – 40% trainee has to make necessary changes recommended by the examiners and face a repeat examination only for the research projects held at the subsequent year.
- (c) If average marks more than 50% and marks for the research project / projects is less than 35%, the trainee has to conduct a fresh project / projects and face a repeat examination only for the research projects held at the subsequent year.

7. Past question papers are available in the PGIM Library.

8. Candidates who are eligible to sit the MD Part II 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.

9. Please note that **candidates are allowed 6 attempts only in the Part II which must be made within a period of 8 years from the date of the first examination.** This requirement will not apply to those candidates who have sat the Selection/Part I examinations before 1998. However after failing the fifth attempt the candidates should undergo a minimum period of one year further training before being permitted the sixth attempt.

10. 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.

11. 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.

12. There should be no delay in submitting the research project report within the stipulated period as prescribed in the prospectus. If there is delay, the Board Certification will be delayed accordingly.

13. The minimum duration of Post MD training required to be eligible for Board certification shall be one year local and one year overseas.

14. The candidates who shall commence the Post MD (Senior Registrar) training after January 2010 should pass the Pre-Board Certification Assessment to be eligible for Board Certification. The details are available at the PGIM for perusal.

15. Following the completion of prescribed requirement 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.

16. Candidates who submit the notice of intention to enter the examination and **wish to submit the Portfolio and Research Projects, should pay the Registration fee and Examination fee** and produce the receipt to the Examinations Branch of the PGIM **on or before Friday 29<sup>th</sup> April 2016, along with the notice of intention.**

(a) Registration fee	- Rs. 4,000.00 (Non refundable)
(b) Examination fees	- Rs. 44,000.00
(c) Assessment fee	- Rs. 20,000.00 (Non refundable)
(d) Application fee	- Rs. 1,000.00 (Non refundable)

**Please note that the Examination fee will not be refunded in the event of the candidate not sitting the examination, without a valid reason acceptable to the Board of Study in Medical Administration.**

**If the PGIM does not receive the payment slip before the said date it will be assumed that you will not be sitting the examination in 2016.**

**The Application fee of Rs. 1000.00 and Assessment fee of Rs. 20,000.00 can be paid when submitting the Application form, Research Projects and Portfolio.**

17. 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 the website <http://pgim.cmb.ac.lk/> on payment of Rs. 1000/-.

18. The applications should reach the Assistant Registrar/Examinations, PGIM, 160, Norris Canal Road, Colombo 7 on or before **1 July, 2016** through the Head of Department/Course Coordinator. The envelope should be marked **“Application for the MD (Medical Administration) Part II”** at the top left hand corner. **Incomplete applications and late applications will not be considered under any circumstances.**

19. Please refer 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).

20. Please bring the contents of the Circular Letter to the notice of all Medical Officers / Dental Surgeons concerned in your department/division/faculty.

21. **There shall be no repeat or additional examinations which are not scheduled in the approved examination calendar for the year 2016.**

22. The results will be valid and official after confirmation by the **Senate of the University.**

23. 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 Senaka Rajapakse  
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