



Postgraduate Institute of Medicine University of Colombo Vacancy

The Postgraduate Institute of Medicine will entertain applications for the under mentioned post from suitably qualified persons up to **18.05.2021**

DEPUTY DIRECTOR

Educational Qualifications UAC 3 (II)

1. (i) MBBS/BDS Degree with First or Second Class (Upper Division) Honours and at least one (01) year of experience in teaching/research/professional work/postgraduate studies.
OR
- (ii) MBBS/BDS Degree with Second Class (Lower Division) Honours and at least one (01) year of experience in teaching/research/professional work/postgraduate studies.
OR
- (iii) MBBS /BDS Degree and a Postgraduate Degree of at least two academic years' duration in the relevant subject with a research component by way of thesis / dissertation.
OR
- (iv) Such academic or professional qualifications or professional experience as may be approved by the University Grants Commission upon the recommendation of the Higher Educational Institution concerned.
AND
2. (i) A Doctoral Degree or MD/MS and Board Certification by the Postgraduate Institute of Medicine where required or its equivalent.
OR
- (ii) Such professional qualifications and experience as may be approved by the University Grants Commission upon the recommendation of the Higher Education Institutions concerned.
AND
3. At least six (06) years' of experience in one or more of the following:
 - (i) Teaching at University level,
 - (ii) Professional Experience
 - (iii) Research in a recognized Institution.
 - (iv) Postgraduate Studies to acquire the qualifications stipulated at (2) above.

Salary Scale:

[U-AC 3 (II)] - Rs. 79360 -11x1630 - 97290 p.m.

- ❖ If the applicant is a teacher defined in the Universities Act. 16 of 1978, he/she will be paid an academic allowance.

In addition, the Government approved allowances applicable to the University system will be paid.

Age - below 62 years

The selected candidate will be a member of the Universities Provident Fund as well as of the University Pension Scheme. He/She will contribute 10% of his/her monthly salary to the Universities Provident Fund and at the same time the employer will make a total contribution of 15% of his/her salary of which 8% will be credited to the Universities Pension Fund and 7% to the Universities Provident Fund. Three percent (3%) of the salary will be contributed by the University to the Employee' Trust Fund in terms of the provisions of the Employees' Trust Fund Act, No. 46 of 1980.

The appointment will be full time for a period of three years.

The Postgraduate Institute of Medicine will consider appointing retired Professor or Specialist Medical Officer on assignment basis on the last drawn salary for the above post if suitable applicants are not available.

The other conditions of appointment will be in accordance with provisions of the Universities Act No. 16 of 1978, Universities (Amendment) Act No. 7 of 1985 and Universities (Amendment) Act No. 1 of 1995 and Ordinances, By-Laws, Regulations and Rules etc. made there under.

IMPORTANT:

Please attach photocopies of certificates to the application to prove your professional, educational and other qualifications.

Applicants from Higher Educational Institutions, Government Departments and Government Corporations should apply through the Heads of such Institutions. Applications which do not conform to this requirement will be rejected.

Further details including job description and application form could be obtained from the website of the Postgraduate Institute of Medicine. (pgim.cmb.ac.lk)

Duly completed application should be forwarded with copies of relevant certificates to the email address dr@pgim.cmb.ac.lk or shall be hand delivered or sent by registered post to the Deputy Registrar's office (Deputy Registrar, Postgraduate Institute of Medicine, No: 160, Prof Nandadasa Kodagoda Mw, Colombo 07) on or before 18 May 2021. Posts applied should be indicated as the subject of the email or on the top left - hand corner of the envelope. Applications received after the closing date will not be considered.

Director

Postgraduate Institute of Medicine
No. 160, Prof. Nandadasa Kodagoda Mawatha
Colombo 07.

Job Description – Deputy Director

1. Work under the guidance of the Director.
2. To design, monitor and oversee implementation of courses for PG trainees in consultation with the relevant Boards of Study and Officers of the PGIM.
3. To make arrangements with respective Boards of Study and representatives for each Board of Study and its Speciality Boards for curriculum design and conducting courses designed for training.
4. To perform the functions relevant to trainees as advisor / counsellor and help to solve educational problems of trainees.
5. To monitor the facilities available in the Library, Medical Illustrations Unit, (Photography), Medical Education and Resources Centre of the PGIM and to help to develop these activities.
6. To participate in teaching programmes with special attention to supporting and developing Distance Education programmes.
7. Assist the Director for promotion of academic programmes, administrative work and to strengthen the financial development of the institution.
8. To undertake work delegated by Director/ PGIM as needed.
9. To act for the Director when he is not available.
10. To be as liaison officer between PGIM and other institutes especially MOH, UGC, Attorney General's Department and smoothen the coordination work involved.
11. To assist the Director in supplying necessary information regarding PGIM activities to requesting agencies.
12. To be an active member of the PGIM Staff.

9. University Education (Degree, Diploma, etc) and the Name of University	From	To	Course followed (with subjects)	Date of final Examination (Give Class or Grade)
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10. Professional Qualifications (Details with the Dates of obtaining such Qualifications)

11. Postgraduate qualifications (Details with the Dates of obtaining such Qualifications)

12. Any other academic distinctions , scholarships Medals, prizes, etc. (Indicate the Institution from which such awards have been obtained)

13. Research and Publications if any : (the name of the Journal in which the publications have been made and date of journal should be mentioned)

14. Highest examinations passed in Sinhala/English

1.Sinhala

2.English

15. Present Occupation

a. 1.Post :

2. Date of appointment to such post :

3. Whether confirmed in the present post :

4. Place of work :

5. Salary scale of the post :

6. Present salary (a) Basic Salary :

(b) Allowance :

b. Previous appointments including those under training, if any With dates

<u>Department/Institution</u>	<u>Post</u>	<u>Salary Scale</u>	<u>From</u>	<u>To</u>
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16. Where a period of experience is a requirement for the post applied state period of such experience :

17. I certify that all particulars stated by me in this application are true and accurate, I am aware that if any particulars are found to be false or inaccurate prior to my selection, will be reject and that if particulars are found to be false or inaccurate after my selection, I will be dismissed from the service without compensation.

Date

Signature of applicant