POSTGRADUATE INSTUTUTE OF MEDICINE (PGIM)
UNIVERSITY OF COLOMBO

VACANCY

COURSE COORDINATOR - COMMUNITY MEDICINE AND MEDICAL ADMINISTRATION (CONTRACT)

Qualifications:

1. A basic medical /dental degree of a recognized university

2. Postgraduate qualification including Board Certification or eligibility for privileges of Board Certification in the specialty.

3. Experience in training and examining at postgraduate level.

SALARY

Rs. 60,000/- p.m. (Fixed)

Special Note :
1. Selected candidate will be on contract for a period of one year and the contract could be extended with the mutual consent of the candidate and the Postgraduate Institute of Medicine.
2. Qualified retired persons may be considered.

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, Professor Nandadasa Kodagoda Mawatha
Colombo 07

Job Description – Course Coordinator

1. Work under the guidance of the Director.

2. Responsible for preparation of timetables of the disciplines concerned.

3. Required to prepare name lists of modules coordinators of the disciplines concerned for approval of the Boards of Study.

4. Detail academic staff members of the PGIM who attends the relevant Boards of Study meetings regarding matters concerning to the courses.

POSTGRADUATE INSTITUTE OF MEDICINE
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FORM OF APPLICATION

Post:

1. Name in Full :

2. Whether Mr./Mrs./Miss :

3. Postal Address (Any changes should be communicated immediately)

   Telephone No.   Residence   -
                    Office   -

   Email   :

4.   (a) Date of Birth :   (b)   Age as at closing date of Application

Years	Months	Dates

5. Civil Status :

6. State whether citizen of Sri Lanka by Descent
   or Registration. If by registration, give Registration No. :

7. State whether Sinhala, Tamil ,
   person of Indian origin or Muslim   :

8. Educational Qualifications (Pre – University)

   Name of Exam   Index No.   Subjects   Grades

9. University Education   From   To   Course followed   Date of final
(Degree, Diploma, etc)   (with subjects)   Examination
and the Name of University   (Give Class
                                                       or Grade)

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10. Professional Qualifications (Details with the Dates of obtaining such Qualifications)

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

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

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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)

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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

Department/Institution	Post	Salary Scale	From	To

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.

                                                    Signature of applicant
   Date