

My No. PGIM/EX/12/MD/Med/Ad/II (24)  
Postgraduate Institute of Medicine,  
160, Prof. Nandadasa Kodagoda Mawatha  
Colombo 7.  
11 September 2023

To : Deputy Director General/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/Eastern/Rajarata/Sabaragamuwa/Wayamba/KDU

**MD (MEDICAL ADMINISTRATION) PART II EXAMINATION (Prospectus 2019) –  
JANUARY 2024**

1. The above examination will commence on **17<sup>th</sup> January, 2024**. 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) Minimum of 80% attendance overall;
  - (b) Satisfactory completion of all attachments as certified by the trainers;
  - (c) Submission of Portfolio which includes 12 case study reports and 12 reflective writings;  
and
  - (d) Submission of the research project report

**Note :-** Soft copy of the Research Project Report should be submitted through a Google Form <https://forms.gle/vTAwLVn7sbbaTVZw6> on or before **15<sup>th</sup> December 2023**. Research Project Report will undergo a plagiarism check by the PGIM. You are required to submit the hard copy of the Research Project Report and 2 copies of the completed portfolio to the Examination Branch on or before **2.00 p.m. by 15<sup>th</sup> December 2023**. No extension of time will be allowed under any circumstances.

- (e) Candidates are required to submit the certificate of **Professionalism & Ethics in Medical Practice Strand** issued by the PGIM along with the application.
3. **You are required to give notice of your intention to enter the examination through your supervisor/s on or before 13<sup>th</sup> November 2023.** The final title of your research project report and the name/s of your supervisor/s should also be indicated for consideration by the Board of Study. You should submit the letter of intention to <https://forms.gle/2VC4K5KjTEjydc2A9>.

4. The examination shall consist of four parts;  
Part A - Written Examination  
Part B - Oral Examination  
Part C - One Research Project and Viva  
Part D - Portfolio
5. 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 Parts A & B and 50% in each Part C and Part D.
6. Past question papers are available in the PGIM Library <https://library.pgim.cmb.ac.lk/>
7. Candidates who are eligible to sit the MD 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. Please note that **candidates are allowed 6 attempts only in the MD which must be made within a period of 8 years from the date of the first examination.** However, after failing the fifth attempt the candidate should undergo a minimum period of one year further training before permitted the sixth attempt.
9. The allocation of training units will be done as described in “General Regulation and Guidelines - 2023” which is available on the PGIM web site: <https://pgim.cmb.ac.lk/>. The allocated training unit/s shall not be changed for personal reasons.
10. Post-MD trainees should commence post-MD overseas training within two (02) years after the expected date of completing local post-MD training. Any delay will be added to the effective date of Board Certification. The trainee status of trainees will be terminated in those who delay commencing overseas post-MD training by more than four (04) years after the expected date of completing local post-MD training.
11. There should be no delay in submitting the research project report within the stipulated period as prescribed in the prospectus. Any delay will be delayed to the effective date of Board Certification.
12. The trainees must, within one (1) calendar month of satisfactory completion of the prescribed requirements, apply for Board Certification. All relevant documents must be submitted with the application. Failure to do so will result in a delay of effective date of Board Certification.
13. The candidates should pass the Pre-Board Certification Assessment to be eligible for Board Certification. The details are available on the PGIM website.
14. 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.

15. Candidates who submit the notice of intention to enter the examination and **wish to submit the Portfolio and Research Project Report, should pay the Registration fee and Examination fee** and produce the receipt to the Examination Branch should be submitted the google link <https://forms.gle/2VC4K5KjTEjydc2A9> on or before **13<sup>th</sup> November 2023**, along with the notice of intention.

(a) Registration fee	- Rs. 12,500.00 (Non refundable)
(b) Examination fees	- Rs. 114,000.00
(c) Assessment fee	- Rs. 13,000.00 (Non refundable)
(d) Application fee	- Rs. 6,500.00 (Non refundable)

Candidates from non-state sector will be charged 50% more of the above specified fees

**Note that only payments made through PGIM online portal will be accepted.**

**If the PGIM does not receive the payment slip before the said date, it will be assumed that the candidate will not be sitting the examination in 2024.**

**The Application fee of Rs. 6,500.00 and Assessment fee of Rs. 13,000.00 can be paid when submitting the Application form on or before 15<sup>th</sup> December 2023.**

16. The application form also could be downloaded from the website [www.pgim.cmb.ac.lk](http://www.pgim.cmb.ac.lk).

17. All examination applications and other documents are collected through a Google Form <https://forms.gle/gDqhm5Knt975BCxT7> on or before **15<sup>th</sup> December 2023**. Trainees have to use the email account created by the PGIM access the google form. The exam application with all relevant documents must be attached as a **single PDF** document since this portal does not allow uploading of multiple documents. **Please note that incomplete, handwritten, late submissions and applications sent via email will not be accepted.**

18. Each year only the scheduled examination in the approved examination calendar will be held. **No repeat or additional examinations will be held.**

19. The candidates will be issued an “**Examination Feedback Form**” with the admission documents. Feedback in Part II should be limited to concerns, if any, regarding the conduct of the examination (eg. perceived biases, discriminatory behaviour, harassment, intimidation) and **NOT** regarding the format or content of the examination. The form should be sent back to Director/PGIM under confidential cover **within 48 hours after conclusion of the examination. No 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.

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

21. Candidates are requested to visit the PGIM website <http://pgim.cmb.ac.lk/> for further updates.

22. Please refer the new regulations laid down by Ministry of Health regarding release of Medical Officers of Department of Health in MOH website – <http://www.health.gov.lk/en/>.

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



**Professor Senaka Rajapakse**  
MBBS, MD, FRCP, FRCP(C), FRCR, FACP, FRCR(SL)  
Director  
Postgraduate Institute of Medicine  
University of Colombo

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Director/PGIM