



**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 **12th December 2011**.

DEPUTY DIRECTOR

Educational Qualifications B-03 / U-AC 3 (II)

- 01.** (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. A candidate who has obtained a First or Second Class (Upper Division) in the Second or the Third MBBS/BDS Examination may also be considered where recruitment is for pre-clinical or Para-clinical subjects in Medical/Dental Faculties.

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. A candidate who has obtained a Second Class (Lower Division) Honours in the Second or the Third MBBS/BDS Examination as the case may be, and has passed the Final MBBS/BDS Examination may also be considered where recruitment is for pre-clinical or Para-clinical subjects in Medical/Dental Faculties.

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

- 02.** (i) A Master's degree in the relevant field obtained after a full-time course of study of at least 02 academic years (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree or MD/MS and Board Certification by the Postgraduate Institute of Medicine where required of 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

- 03.** 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. 37,650 – 6x700 – 41,850; 42,550-4x700- 45,350 p.m.

- ❖ If the applicant is a teacher defined in the Universities Act. No. 16 of 1978, he/she will be paid an academic allowance of 25% of the salary.

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

Age : below 62 years

(In the absence, applicants who are more than 62 years will be considered)

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 on contract basis for a period of three years and the initial appointment to be made only for a one year period and to be extended only if performances are found to be satisfactory. The Postgraduate Institute of Medicine will consider on appointing retired Senior Professors or Consultants/Medical Officers 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 certificate to the application to prove your Professional, Educational qualifications 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 particulars and application forms can be obtained from **Assistant Registrar / Establishments, Postgraduate Institute of Medicine** either by sending a self-addressed stamped envelope 23x10 cm in size or by personally calling over at the office of the Assistant Registrar/ Establishments or could be downloaded from the institute website. **www.cmb.ac.lk/pgim**.

Duly completed applications should be forwarded with copies of relevant certificates under registered cover to reach **the Director, Postgraduate Institute of Medicine, 160, Professor Nandadasa Kodagoda Mawatha, (Norris Canal Road), Colombo 07** on or before 12th December 2011. The post applied for should be indicated on the top left-hand corner of the envelope. Applications received after the closing date will not be considered.

Professor Rezvi Sheriff

Director/PGIM

Postgraduate Institute of Medicine

No. 160, Prof. Nandadasa Kodagoda Mawatha

(Norris Canal Road), Colombo 07.

22.11.2011

Job Description – Deputy Director

1. Work under the guidance of the Director.
2. To design, monitor and oversee implementation of courses for 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 students 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 develop these activities.
6. To participate in teaching programmes with special attention to supporting and developing Distance Education programmes.
7. To supervise and invigilate at PGIM examinations as necessary.
8. Assist the Director for promotion of academic programmes administrative work and to strengthen the financial development of the institution.
9. To undertake work delegated by Director/PGIM as needed.
10. To act for the Director when he is not available.
11. To be as liaison officer between PGIM and other institutes especially MOH, UGC, AG dept and smoothen the coordination work involved.
12. To assist the Director in supplying necessary information regarding PGIM activities to requesting agencies.
13. To be an active member of the Faculty of the PGIM which includes Permanent Academic Staff and Co-opted members.