



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 **30.11.2024**

DEPUTY DIRECTOR

Educational Qualifications B-03/ 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 - Applicants should preferably be below the age of 62 years but should not be more than 65 years of age as at 30.11.2024

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 a 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 particulars and application forms can be downloaded from the institute website (<https://pgim.cmb.ac.lk/>).

Duly completed application should be forwarded with copies of relevant certificates to the email address saradmin@pgim.cmb.ac.lk or shall be hand delivered or sent by registered post to the Senior Assistant Registrar/ Establishment & General Administration Branch (Postgraduate Institute of Medicine, No: 160, Prof. Nandadasa Kodagoda Mw, Colombo 07) on or before 30.11.2024.

The post applied for 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.
10.11.2024

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 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.