



Postgraduate Institute of Medicine (PGIM) University of Colombo Invitation for Applications



The Board of Management of the Postgraduate Institute of Medicine (PGIM) in pursuance of the Universities Act No. 16 of 1978 and its subsequent amendments and the PGIM Ordinance No. 01 of 1980 and its subsequent amendments and the provisions of University Grants Commission (UGC) Circular No. 01/2024 dated 01 January 2024, invites applications for the Post of Director of the Postgraduate Institute of Medicine (PGIM), University of Colombo.

Applicants should possess a Board Certification or a Doctorate (PhD in the field of Medicine) in a medical specialty. The applicants should be citizens of Sri Lanka and shall be less than 63 years of age by the closing date of the applications with appropriate experience to execute the functions and responsibilities listed in the PGIM Ordinance and provide leadership as the new Director. Previous experience in educational and administrative fields will be an advantage. The Director/ PGIM shall be a full-time officer of the Institute and be the Principal Executive Officer, Principal Academic Officer and the Accounting Officer of the PGIM. The tenure of office is three years. He/ She is an ex-officio member of the PGIM Board of Management and all its Boards of Study.

The following documents should accompany applications.

- I. A duly completed application form (available for download on the PGIM website)
- II. A statement of vision for the development of the Institute.
- III. A brief account of what the applicant proposes to achieve, if appointed to the post of Director
- IV. Complete Curriculum Vitae (with supporting documents) including the date of birth of the applicant (a certified copy of the Birth Certificate must be attached) and contact details.
- V. If the incumbent Director is an applicant or has previously held the post of Director of the Institute, a report outlining the accomplishments achieved during his/her first period of the office.
- VI. A letter from the employer indicating whether the applicant could be released in the event of his/her appointment to the post, in case of an applicant serving in the Public Sector, Corporations, Statutory Bodies and Higher Educational Institutions other than the Postgraduate Institute of Medicine.

The selection process will be made in terms of instructions given in the Commission Circular No. 01/2024 dated 01 January 2024.

The UGC Circular No: 01/2024 and the PGIM Ordinance can be downloaded from the UGC and PGIM websites, respectively.

Applications should be submitted in a sealed envelope, addressed to the Deputy Registrar, Postgraduate Institute of Medicine, No. 160, Professor Nandadasa Kodagoda Mawatha, Colombo 07, and sent by registered post to reach the office on or before 3.00 p.m. on 07 October 2025. In addition, a soft copy of the documents listed above (I to V) together with any supporting documents in PDF format should be submitted to the email address given below. Applicants are advised to indicate on the top left-hand corner of the envelop **“Application for the Post of Director”**.

Applications received after the closing date or do not comply with the above instructions will be rejected.

Deputy Registrar

Postgraduate Institute of Medicine

**No. 160, Professor Nandadasa Kodagoda Mawatha
Colombo 07.**

14 September 2025

director_recruitment@pgim.cmb.ac.lk