

A.17020/31/2024-MH-I
Government of India
Directorate General of Health Services
Ministry of Health & Family Welfare

Dated: 13 January, 2025

CIRCULAR

Subject: Appointment of Head of Department (HoD) in three Central Government Hospitals and associated Medical Colleges – reg.

Application form for appointment to the post of Head of departments (HoDs) for the undermentioned departments in three Central Government Hospitals and associated Medical Colleges is invited in the attached format.

Sr. No.	Department	Hospital & associated Medical College
1	Pediatric Surgery	LHMC & Associated Hospitals
2	Forensic Medicine	LHMC & Associated Hospitals
3	Neurology	LHMC & Associated Hospitals
4	Orthopedics	LHMC & Associated Hospitals
5	Radiotherapy	LHMC & Associated Hospitals
6	C.T.V.S	VMMC & Safdarjung Hospital
7	Cancer Surgery	VMMC & Safdarjung Hospital
8	Pulmonary Medicine	VMMC & Safdarjung Hospital
9	Pediatrics	VMMC & Safdarjung Hospital
10	ENT	ABVIMS & Dr RML Hospital
11	Nephrology	ABVIMS & Dr RML Hospital
12	Pharmacology	ABVIMS & Dr RML Hospital
13	Emergency Medicine	ABVIMS & Dr RML Hospital
14	Endocrinology	a. ABVIMS & Dr RML Hospital b. VMMC & Safdarjung Hospital
15	Medicine	a. ABVIMS & Dr RML Hospital b. LHMC & Associated Hospitals
16	Neurosurgery	a. ABVIMS & Dr RML Hospital b. VMMC & Safdarjung Hospital
17	Plastic Surgery	a. ABVIMS & Dr RML Hospital b. LHMC & Associated Hospitals
18	PMR	a. VMMC & Safdarjung Hospital b. LHMC & Associated Hospitals

In accordance with office Memorandum vide no A 45017/01/2018-CHS-V dated 13.09.2024 issued by CHS Division, MoHFW- duly filled application forms from eligible CHS officers posted at any of the central institutions may be forwarded through their head of institution with necessary remarks, electronically via email membersecy-mohfw@gov.in within 20 days of issue of this circular. Applications received after the last date will not be considered. No additional document is required to be attached with the application form. The

original application may be deposited at the time of interview by the candidate herself/himself.

This is issued with the approval of competent authority.

Digitally signed by
UMESH DEVAPPA SURANAGI
Date: 13-01-2025 11:37:33

Dr Umesh Devappa Suranagi
O/o Standing selection Committee
Room 543-A, Ph 23063850
Nirman Bhawan, New Delhi
Email: membersecy-mohfw@gov.in

Copy to:

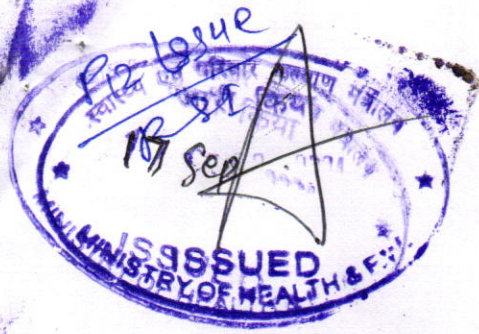
1. Under Secretary, CHS Division, MoHFW
2. In-charge IT officer, Dte.GHS with the request to upload the same on the Dte.GHS website

Copy to: (with request for wider publicity through respective hospital websites)

1. Medical Superintendent, Dr RML & ABVIMS Hospital, New Delhi
2. Medical Superintendent, VMMC & Safdarjang Hospital, New Delhi
3. The Director, LHMC & Associated hospitals, New Delhi.

Enclosures:

1. Guidelines for appointment of HOD of concerned speciality (except department of dental) in central government hospitals and medical colleges dated 13.09.2024
2. Template of Application form
3. Template of Presentation



BY SPEED POST

No. A-45017/01/2018-CHS-V
Government of India
Ministry of Health and Family Welfare
(CHS Division)

स्पीड पोस्ट द्वारा
BY SPEED POST

Nirman Bhawan, New Delhi-110011
Dated 13-09-2024

OFFICE MEMORANDUM

Subject: Guidelines on appointment of Head of Department (HoD) of concerned speciality (except Department of Dental) in Central Government Hospitals and associated Medical Colleges.

In super-session of this Ministry's earlier guidelines and SOPs on the above mentioned subject, with the approval of competent authority, it has been decided that the appointments of Head of Department (HoD) of concerned speciality (except for Department of Dental) in three Central Government Hospitals and associated Medical Colleges *i.e.* VMMC-SJH, ABVIMS-Dr.RMLH and LHMC-SSKH&KSCH shall be designated by the following guidelines:

1. Composition of Standing Selection Committee:

The Committee may be constituted as under:-

DGHS	-Chairman
Head of Institution (HoI), VMMC-SJH	-Member
Head of Institution (HoI), ABVIMS-Dr.RMLH	-Member
Head of Institution (HoI), LHMC-SSKH&KSCH	-Member
One Representative from any MAMC/ BSAMC/ GB Pant Hospital	-Member (external)

2. Notice for selection of HoDs to be issued

The notice for inviting applications for the position of HoDs shall be advertised by Dte.GHS bi-annually and must be widely publicized by posting it on the websites including Ministry's website and adequate number of notice boards of all three CG Hospitals. In the said notice, applications will be invited from the interested and eligible candidates (CHS officers posted at any of the central institutions) for the position of HoDs. After receipt of applications, Standing Selection Committee, constituted for the purpose, will carry out the selection process.

3. Recommendation of a panel

The zone of consideration would be top five senior most applicants among all the applications received. If none of them found suitable, next three may be considered.

The selection committee would recommend a panel not less than 3 candidates in order of preference in prescribed format (**Annexure-I**) mentioning position in Seniority list/ Batch year, Rank, Date of Joining in service and Date of joining in present grade.

In case, a junior officer is recommended in the preference order by surpassing senior(s), a justification must be recorded by the Committee to this effect.

The order shall be issued accordingly by the respective hospital administration/ concerned institute/ organisation.

4. Maximum duration as HoD in service

Selection of HoD shall be for one term of 03 (three) years or till attaining 62 years of age, whichever is earlier.

Maximum number of terms as HoD for any person shall be 02 (two) terms during entire service to provide opportunity to other willing officers to become HoD in their

ole

service.

For the Second term as HoD, acting on reference by HoI, the SSC can recommend continuation of any incumbent HoD after end of first term based on their willingness and by giving preference to them. Only for remaining seats of HoDs, the Committee will follow the set procedure as above.

5. Age Criteria

Only those candidates can apply who have at least one year minimum residual service left on the date of application (means he/she has to be less than 61 years of age on the referred date).

6. Eligibility criteria

All the CHS officers in the Pay Level-14 of Pay Matrix in the rank of full time Professor are eligible for the position of HoD. CHS officers in Pay Level-13 of Pay Matrix are eligible as an exception as given in Para-15(vi).

7. Qualification

The Heads of the Departments of broad and super speciality courses shall possess a recognized Postgraduate broad speciality or super speciality degree, as the case may be, in the concerned speciality. This mandatory requirement is relaxed for five more years from the date of notification of this Regulation to all the Broad and Super Speciality courses which were started after 01 January, 2009.*

8. Whether non- teaching/ GDMOs can be appointed as HoD

Specialist from Non-teaching sub cadre and GDMO sub cadre officers with equated teaching designation (Professor) are eligible to be appointed as HoD.

Specialists from Non-teaching sub cadre and GDMO sub cadre not having equated teaching designation, but having equivalent teaching experience, are also eligible to become HoD and Standing Selection Committee may satisfy itself regarding adequacy of teaching experience of such applicants. In such cases, the teaching activity shall be carried out under the supervision of senior most Professor.

9. Removal from the position of HoD

Acting on reference by HoI, the SSC can recommend removal of any HoD even before the completion of tenure of 3 years with reasons to be recorded.

10. Application procedure

Information regarding positions of HoDs will have to be submitted by HoI at least six months in advance to the office of DGHS. The office of DGHS shall advertise the same and shall ensure wide publicity of the advertisement through concerned Hols in all hospitals.

If more than one positions are falling vacant in any of the three medical colleges within 6 months, a common/ clubbed selection procedure may be carried out. However, the selection made by the selection committee will be kept confidential and will be declared approximately 15 days before the position falls vacant.

11. How to apply

Application form can be filled, then scanned application form can be submitted electronically by the candidates via email to membersecy-mohfw@gov.in after getting it verified from HoI, with the remarks about his/ her vigilance clearance at hospital level alongwith integrity certification. Original application form may be deposited at the time of interview by the candidate himself/ herself. The candidate will be informed about date, time and venue of interview through email by the office of the SSC (Standard Selection Committee).

12. Process for selection by SSC

The Committee will assess the APAR for last five years of the candidate. Integrity of the candidate should be beyond doubt and he/ she must be clear from vigilance angle. Further, the candidate has to make a presentation, by including his/ her achievements, past experience and his prospective vision and goals towards betterment of services of his department, before the Committee. Thereafter, the Committee will interview the candidate on detail subjects.

Seniority of Level-14 CHS officers shall be determined on the basis of combined inter-se seniority of CHS officers. Seniority of Level-13 CHS officers may be determined on the basis of their date of joining in Level-13. In case of same date of joining in Level-13, their length of regular service in next lower grades may be considered. In case of same date of joining in next lower grades, the seniority may be determined based on their date of birth.

In case after the interview and consideration of above criteria, if there is a tie between two candidates, seniority/ rank in CHS cadre will be considered.

13. Panel

After assessment of the candidature of all the candidates, the Committee will prepare a panel of minimum 03 (three) officers for each position of HoD to avoid any kind of inconvenience in future.

In case a panel of less than 3 officers are recommended, a justification for the same is to be recorded in writing.

The Committee will forward its recommendation in sealed cover to concerned HoI for further appropriate action by following the said norms.

The validity of the panel shall be one year and in case position falls vacant within this period, the other recommended candidate in panel shall be considered for the post of HoD for full term.

The Committee will also endorse a copy of the recommendations to the AS/JS of CHS Division in the MoHFW.

14. Tenure

The Chairman of the SSC may take appropriate decision regarding the selection and tenure of the external member of the Committee with the approval of Ministry.

15. Exceptions:-

(i) In case, on completion of the tenure of HoD, the incumbent has one year or less remaining from attaining the age of 62 years, he/she shall continue on the post of HoD till attaining the age of 62 years.

(ii). On completion of his/her term of HoD, in case the existing HoD is eligible in terms of these guidelines and no other eligible candidate has applied for HoD in the department, his/her tenure as HoD may be extended by one year at each occasion.

(iii). In case, there is no eligible candidate for the position of HoD in a department, the SSC may recommend the senior most CHS officer of the department as ad-hoc HoD for a term of one year (applicable for teaching sub cadre, specialist from non teaching sub cadre and GDMO sub cadre and covers existing as well as new specialities).

(iv). In case of a super speciality or broad speciality department if there is no other applicant in Pay Level-14 with a super speciality or broad speciality degree, then

the exception (ii) above will also apply.

(v). In case the HoD is in Level 14 and there is no other applicant in level-14 when the tenure of HoD ends then also exception (ii) above apply subject to the age limit of 62 years.

(vi). In case there is no applicant in Level-14 after the completion of tenure of a HoD and completion of 62 years of age, then an officer of level-13 in the rank of Professor may be considered for HoD for one year each time after issuing a fresh advertisement.

16. Provisions for Review

The representations on decision for designation of HoD may be forwarded to Ministry by the concerned Hospital/Institute along with comments and supportive documents for consideration by the review committee with the following composition :-

- i. Secretary - Chairperson
- ii. AS(H) - Member
- iii. DGHS - Member
- iv. DS(CHs)- Member Secretary

Encl: Annexure-I

Signed by

Nikhil Bhatnagar

Date: 13-09-2024 18:40:38

(Nikhil Bhatnagar)

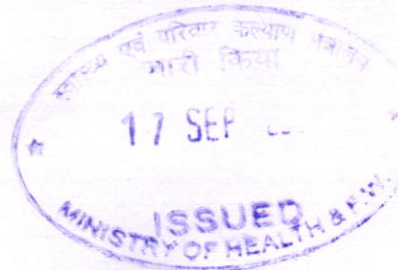
Under Secretary to Govt of India
Tele No. 2306 1108

To

- Com. No. 3863671/24*
- 17/9/24*
1. Director General of Health Services
 2. The Director, Lady Hardinge Medical College and Smt. Sucheta Kriplani Hospital, New Delhi
 3. The Medical Superintendent, Vardhman Mahavir Medical College and Safdarjung Hospital, New Delhi
 4. The Medical Superintendent, Atal Bihari Vajpayee Institute of Medical Sciences and Dr. Ram Manohar Lohia Hospital, New Delhi

Copy for information to:

- i. Sr.PPS to Secy(H) - (1) *17/9/24*
- ii. PPS to AS(H) - (2) *17/9/24*
- iii. PPS to JS(Hospital) - (3) *17/9/24*
- iv. PS to DS(CHs) - (4) *17/9/24*



PROFORMA FOR ASSESSMENT OF THE SUITABILITY OF CANDIDATES FOR THE POST OF HOD IN CENTRAL GOVERNMENT HOSPITALS AND MEDICAL COLLEGES

DATE OF MEETING AND TIME OF THE STANDING SELECTION COMMITTEE:

Post: HOD (_____) Name of the Hospital: _____

S.No.	Select List Year and Rank	Name of the candidate	Date of Birth	Name of Sub-Cadre of CHS	D.O.J in service	D.O.J in present grade	Vigilance Clearance	Integrity	Grades of APAR of Last 5 Years	Assessment of Presentation	Assessment of Interview	Recommendation/Remarks

- Selection of the candidates will be based on presentation and interview only. Gradings of the APARs of the candidates must not be below bench marks i.e. Very Good for all assessment years.

(Member)

(Member)

(Member)

(Member)

Chairman

**Guidelines on appointment of HoD of concerned speciality (except Deptt. of Dental)
in Central Govt. Hospitals & associated Medical Colleges-reg.**

ME Me <so-chs5-mohfw@gov.in>
Tue, 17 Sep 2024 4:28:29 PM +0530

To "Director, LHMC, Delhi" <director-lhmc@gov.in>, "MS, SJH & VMMC,
Delhi" <msoffice@vmmc-sjh.nic.in>, "MS, Dr. RML Hospital,
Delhi" <med.sup@rmlh.nic.in>

Sir/Madam,
please find attached O.M dated 13.09.2024 on the subject mentioned above.

Regards,

David M. Tirkey / डेविड एम. तिर्की
Section Officer / अनुभाग अधिकारी
CHS V Section / केन्द्रीय स्वास्थ्य सेवा - V अनुभाग
Ministry of Health & Family Welfare /स्वास्थ्य एव परिवार कल्याण मंत्रालय
NIrman Bhawan, New Delhi / निर्माण भवन, नई दिल्ली

📎 **1 Attachment(s)** • Download as Zip



HoD Guidelines 13.09.2024.pdf
613.9 KB • 🔒

**Directorate General Health Services
Ministry of Health & Family Welfare
Govt Of India**

Application Form for the Post of Head of the Department

A. PERSONAL INFORMATION

Name in Full: Dr _____
(In block letters)

Post Applied for: _____

CHS Cadre: GDMO/ Non-teaching Specialist / Teaching

Passport size color
photograph (self-
attested)

Date of Birth (dd/mm/yyyy): _____

Present Pay Level: _____

Date of joining in Present pay level (dd/mm/yyyy): _____

Date of Joining Central Health Services (dd/mm/yyyy): _____

Date of Obtaining Teaching Designation: applicable only for GDMO/ Non-teaching Specialist
(dd/mm/yyyy): _____

Year of Passing MBBS (mm/yyyy): _____

Year of Passing MD/MS (mm/yyyy): _____

Year of Passing DM/MCH (If applicable) (mm/yyyy): _____

Whether completed Senior residency (not applicable for DM/MCH candidates): Yes / No

If Yes; Date (dd/mm/yyyy) _____ to Date (dd/mm/yyyy) _____

Date of attaining 62 years of age (dd/mm/yyyy): _____

Date of attaining Superannuation (attaining 65 years of age) (dd/mm/yyyy): _____

Total Years of Experience as on current date:

- 1) After MBBS: _____
- 2) After MD/MS: _____
- 3) After Super speciality (if applicable): _____
- 4) After appointed as CHS officer: _____

5) After obtaining teaching designation (applicable only for GDMO/ Non-teaching Specialist): _____

Present Designation: _____

Present Posting: _____

Phone/Mobile No. _____ E-mail: _____

Please mention APAR scores of Last 5 Years below:

YEAR					
SCORE					

B. PROFESSIONAL EXPERIENCE/ posting details

Sl. No	Name & Address Employer/Institution	Date of		Designation	Nature of Job	Grade (Pay-scale) or Pay Matrix
		Joining	Leaving			

C. ANY SIGNIFICANT ADMINISTRATIVE EXPERIENCE IN LAST 3 YEARS (If one has worked in any administrative capacity or was involved in any non-academic work in the hospital/ medical college) If yes, enumerate below:

D. ANY SIGNIFICANT CONTRIBUTION(S) TO DEVELOPMENT OF THE INSTITUTION IN LAST 3 YEARS. If yes, enumerate below:

E. Total NUMBER OF PUBLICATIONS (Type & Indexing applicable as per NMC Criteria):

Details of last publication:

F. OBSERVATIONS REGARDING PROBLEMS & DEFICIENCIES IN THE DEPARTMENT (ENUMARATE 5 IMPORTANT ISSUES)

Sl. No	Issue
01	
02	
03	
04	
05	

POSSIBLE REMEDIES & SOULTIONS FOR ABOVE ISSUES WITH TIMELINES

Sl. No	Remedies/Solution(s)	Timelines
01		
02		
03		
04		
05		

G. PREFERENCE- If there is vacancy for the same specialty in more than one medical college/hospital, mention your preference in order (only one application form is to be submitted)

- 1.
- 2.
- 3.

H. Declaration by the Candidate:

I, Dr _____ do hereby solemnly declare that the information provided above is accurate and I understand that any false submission will render my candidature for the above post null and void and disciplinary action, including termination from service may be taken by the competent authority.

I Dr..... do hereby solemnly declare that no major/minor penalty was imposed against me in last five years.

I, Drdo hereby solemnly declare that neither I have nor I will indulge in any undue activity that may be in violation of ***Rule 20 of CCS Conduct Rules, 1964** and may affect the selection process of HoD in anybody's favour, including me. I know that any such activity may lead to my disqualification.

I, Dr.....do hereby solemnly declare that I do not have any known health issues that may act as hindrance in discharge of my duty as HoD.

Place:

Date:

Signature of the Candidate

I. Verification of contents and forwarding

1. It is certified that all the above contents are correct and the official is clear from vigilance angle as on date and nothing is pending or contemplated against him.
2. (any other relevant comment)

Signature of MS/Director

***Rule 20 of Central Civil Services (Conduct) Rules 1964 says that**

"20. CANVASSING OF NON-OFFICIAL OR OTHER OUTSIDE INFLUENCE:

No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government."

DEPARTMENT APPLIED

NAME
CURRENT DESIGNATION
CURRENT INSTITUTE

SWOT ANALYSIS OF DEPARTMENT

STRENGTHS	WEAKNESSES

VISION FOR THE DEPARTMENT

PATIENT SERVICE

Immediate (3 Months)	Intermediate (1-1.5 Years)	Long Term (Full-Term – 3 years)

VISION FOR THE DEPARTMENT

MEDICAL EDUCATION & RESEARCH

Ideas For Medical Education	Ideas For Research

SPECIFIC GOALS AND OBJECTIVES

ADMINISTRATIVE EXPERIENCE

PERSONAL SWOT ANALYSIS

STRENGTHS

WEAKNESSES

OPPORTUNITIES

THREATS

LEADERSHIP APPROACH & IMPACTFUL ACHIEVEMENTS IF ANY

PRECISELY WHY SHOULD I BE HEAD OF DEPARTMENT