



भारत सरकार / GOVERNMENT OF INDIA
डॉ राम मनोहर लोहिया अस्पताल,
अटल बिहारी वाजपयी आयुर्विज्ञान संस्थान, नई दिल्ली
DR. RAM MANOHAR LOHIA HOSPITAL,



ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES, NEW DELHI - 110001

No: HA-I-11018(12)/1/2022-HA-I Section-Dr. RMLH | 5364

Dated : 02/12/2023

CIRCULAR

Sub: Issuance of Advertisement for Appointment of Head of Department (HOD) in 3 Central Government Hospitals/ Institutes in Delhi namely VMMC-Safdarjung Hospital, ABVIMS-Dr.RML Hospital and LHMC-Smt Sucheta Kriplani Hospital Delhi.

In reference to Office Memorandum F.No.Addl.DDG/02/21-02-23(DGHS) FTS:8208783 dated 29.11.2023 issued by Office of the Addl DDG/Member Secretary (Standing Selection Committee) Directorate General of Health Services Nirman Bhawan, New Delhi conveyed the approval of appointment of Head of Department (HOD) of following departments in 3 Central Government Hospitals/ Institutes in Delhi namely VMMC-Safdarjung Hospital, ABVIMS-Dr.RML Hospital, Delhi.

S.No	Department	Hospitals
1.	Paediatrics	VMMC-SJH
2.	Nephrology	ABVIMS-RMLH

All the procedures for appointment of Head of aforesaid departments are followed strictly in accordance with Office Memorandum vide No. Addl.DDG/02/21-02-23(DGHS) (FTS:8208783) dated 11.04.2023 & its annexure issued by D.G.H.S.

All the eligible and willing candidate should submit their applications in prescribed proforma (Annexure II) alongwith enclosures duly verified & forwarded by the Medical Superintendent/Director to the undersigned latest by **5pm on 15th Dec 2023 (in case of any procedural delay, candidate can submit advance copy may be sent by email)** Feedback form to be submitted by the faculties and PG3 (&/or Senior Resident in case of super-specialty) at the earliest, in any case, before **5 pm on 17th December 2023** (or any revised date as mentioned in email sent to responders). Interviews may be held in December third week, Date, Time & Place will be informed by email to the candidate.

(Vijay Prakash Nodiya)
Dy. Director (Admn)

Copy to:

1. Incharge E Governance with the request to upload the same on the hospital website;
2. Dr.Nikhilesh Chandra, Member Secretary, Standing Selection Committee, Office of Addl.DDG, Directorate General of Health Services, Ministry of Health & Family Welfare, Nirman Bhawan New Delhi w.r.t Office Memorandum dated 29.11.2023
3. Notice Board

F.No. Addl.DDG/02/21-02-23(DGHS) (FTS : 8208783)
Office of ADDL. DDG./Member Secretary(Standing Selection Committee)
Government of India
Ministry of Health & Family Welfare
Directorate General Health Services

Nirman Bhawan, New Delhi-110011
Dated : 11-04-2023

OFFICE MEMORANDUM

Subject: Framing of Standard Operating Procedure(SOP)/Policy for Appointment of Head of Department(HoDs) in 3 Central Government Hospitals/Institutes in Delhi reg.

In pursuance to OM No. A-45017/01/2018-CHS-V dated 10.01.2023 & 17.03.2023 and order No. A.17020/02/2023-MH-I/DGHS dated 19.01.2023, it has been decided by the Competent Authority that exercise for appointment of Head of Department(HoD) in 3 Central Government Hospitals/Institutes in Delhi namely VMMC-Safdarjung Hospital, ABVIMS-Dr. RML Hospital and LHMC-Smt. Sucheta Kriplani Hospital , Delhi may be taken up by Standing Selection Committee, constituted for the same and it shall be done following the attached Standard Operating Procedure(SOP)/Policy as annexure-I, Application form as annexure-II and format for power point presentation as annexure-III. It comes into force with immediate effect.

2. This issues with the approval of Special Secretary, MoHFW.

Encl: as stated above

Signed by Nikhilesh
Chandra
Date: 11-04-2023 09:31:24
Reason: Approved

(Dr. Nikhilesh Chandra)

Member Secretary, Standing Selection Committee

To,

1. Medical Superintendent, Safdarjung Hospital, Delhi
2. Medical Superintendent, Dr. R.M.L. Hospital, Delhi
3. Director, LHMC, Delhi
4. PPS to Secretary HFW
5. PPS to DG, DGHS
6. PS to JS(CHS), MoHFW
7. PS to JS(HS), DGHS
8. PS to Director(CHS)
9. Order folder

Annexure-I

STANDARD OPERATING PROCEDURES/ GUIDELINES FOR APPOINTMENT OF HEAD OF DEPARTMENTS

Background

The matter of appointment of Head of Department in 3 Central Government Teaching Hospitals/ Medical Colleges has been under consideration in order to streamline the process of referred appointments. Appointment of HODs in the three central Government Hospitals namely VMCC & Safdarjung Hospital, ABVIS & Dr RML Hospital and LHMC & SKT Hospital will be made as per the guidelines & SOP annexed herewith (Annexure I) and with immediate effect.

Part A is mode of selection of HOD in CG Hospitals and

Part B is Model SOPs for the Standing Selection Committee

Part- A : Mode of selection of HOD

1. Notice on selection of HOD would be issued by the MS/ Director for a Department. This notice must be widely publicized by posting it on the website
And adequate number of notice board of all three CG Hospitals.
2. In the said notice, applications will be invited from the prospective candidates (eligible CHS officers posted at any of the central institutions) for the vacancy.
3. After receipt of applications, Standing Selection Committee, constituted for the purpose, will carry out the selection process.
4. The selection committee would recommend a panel of 3 candidates in order of preference.
5. Selection of HOD shall be for one term of 3 (three) years or till attaining 62 years of age, whichever is earlier. Maximum number of **continuous** terms as HOD for any person shall be **two in one institution**.
6. Acting on reference by MS/Director, the Standing Selection Committee can recommend continuation of any incumbent HoD after end of first term, as per procedure for the same.
7. Acting on reference by MS/Director, the Standing Selection Committee can recommend removal of any HoD even before the completion of tenure of 3 years with reasons to be recorded.
8. In case Non-Teaching/General Duty Medical Officers are appointed as HOD, academic activities shall be carried out by

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senior most Teaching faculty in consultation with chosen HoD.

Standard Selection Committee :As notified by the Ministry of Health & Family Welfare.

APPLICATION PROEDURE :

1. Information regarding vacancies will have to be submitted by MS/ Director at least 6(six) months in advance to the office of this Std. Selection Committee.
2. Standard Selection Committee shall ask MS/ Director to **advertise vacancy in its own hospital and inform other hospitals too. Last date for submission of application form through email will be two weeks from the date of publication of advertisement. Vacancy should be advertised within two working days after it is asked to do so.**
 - 2.1 Initially, since, there is a backlog of existing vacancies, only those can apply who have one year of service on the date of advertisement (means he/she has to be less than 61 years of age on the referred date).
 - 2.2 In subsequent process of routine appointment of HoDs, only those candidates can apply who have at least one year minimum residual service left on the date on which vacancy arises (means he/she has to be less than 61 years of age on the referred date).
 - 2.3 The candidate must be a **Professor or equivalent**(Specialist Grade-I or CMO- NFSG with PG Qualification in that specialty).
 - 2.4 A candidate who has already held post of HOD for 6 years can apply for the post of HOD:
 - (i) in a different hospital, **any time** after vacancy arises
 - (ii) in the same hospital after 6 years, **through selection process.**
3. 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 MS/ Director, with the remarks about his/her vigilance clearance.
4. Original application form may be deposited at the time of interview by the candidate himself/ herself.
5. The candidate will be informed about date, time and venue of interview through email by the office of the SSC (STANDARD SELECTION COMMITTEE).
6. **The eligibility criterion** for applying to the job would be that the

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candidate should be a CHS officer having PG qualification in the specialty. However, those who are either working or those who have worked for ,at the least, more than 5 years in a **teaching hospital** may be preferred (desirable qualification) .

7. **In super speciality, essential qualification shall be MCH or DM in concerned discipline. However, candidates with 3 years' experience (after PG) in that super speciality may be considered in absence of DM/MCH candidate.**
 8. If a seat is falling vacant in any of the three medical colleges within 6 months, a **common/clubbed interview** may be carried out. However, result prepared will be kept confidential and will be declared approximately 15 days before the seat falls vacant. **In such cases, candidate may declare his preference or order of preference of teaching hospital where he/she would like to work.**
 9. MS/ Director shall inform to the office of SSC (Standard Selection Committee) byemail(**membersecy-mohfw@gov.in**) the name and email IDs of all the faculties and PG 3rd year students of that specialty within 5 (five) days of advertisement and they shall be made aware that Feedback form will come to them by email and they should fill it.
9. When Feedback form is sent to faculties and 3rd year PG residents, information in this regard, shall be sent to MS/ Director to further pass it on to the concerned HOD so as to convey it to all faculties and residents that feedback form will come to them as a link of Google Form- **it can be filled only once, data shall remain anonymous and they should not have any hesitation in submitting replies.**
10. **Tenure of appointment :**
- (i) Initially a candidate shall be appointed only for 03 years or till he/she attains the age of 62 years, whichever, is earlier.
 - (ii) For the appointee, who has completed his/her 03 years tenure before attaining 62 years of age, for second tenure, it may be renewed by the SSC(STANDARD SELECTION COMMITTEE) if candidate is found fit following :
 - (a) Recommendations of MS/Director and
 - (b) 360-degree review by Standard Selection Committee,
 - (iii) If the need arises in any case, acting on reference from MS/Director of the concerned hospital, the above-mentioned Committee can recommend removal of any HOD before completion of tenure.

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Part B : Model SOPs/terms of references for the Standing Selection Committee(SSC).

(1) The applicants shall be assessed as follows:

- i. Committee shall check the eligibility criteria before making its recommendation through **Application form** (regarding eligibility)
- ii. **APAR** (Candidate may submit APAR of preceding 5 years duly certified by him/her.
- iii. **Feedback** from faculties (colleagues, doctors) in same specialty
- iv. **Feedback from PG third year students** - (3rd year senior residents DM, MCH students in case of super speciality department)
- (v) **Powerpoint** presentations by the candidate
- (vi) **Interview**

(2) **After the interview and consideration of above criteria**, if there is a tie between two candidates, **seniority in CHS in terms of Professor or equivalent (CMO-NFSG/Specialist Grade I)** will be considered first, if that is also same then **date of birth may be considered as secondary criterion (means the older aged candidate to be given opportunity in such cases).**

(3) Subject to availability and eligibility, a maximum of **three candidates will be chosen in order of preference** and names shall be sent to the concerned MS/ Director.

(4) **Normally, candidate at the first position, in order of preference, will be offered the appointment for the post of HOD by MS/ Director.**

If it is otherwise, MS/ Director will record reasons for the same in writing and inform the committee **to justify selection of second or third candidate from the list .**

(5) If a non-teaching specialist or GDMO is appointed as HOD, academic work may be looked after by the senior most teaching faculty in consultation with the HOD.

12/20/2023
11/4/2023

**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 : _____

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

Date of attaining 61 years of age (dd/mm/yyyy) _____

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

Passport size
colour photograph (self
attested)

Date of Appointment as Professor or equivalent (Specialist Grade I or CMO-NFSG) in CHS (dd/mm/yyyy): _____

CHS Cadre : GDMO/ Non-teaching Specialist / Teaching

Present Posting : _____

Present Address (in block letters):

Permanent address (in block letters):

Phone/Mobile No. _____ E-mail: _____

B. PROFESSIONAL EXPERIENCE/ posting details(Annexure A- Attach experience certificates)

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

C. ADMINISTRATIVE EXPERIENCE (If one has worked in any administrative capacity or was involved in any non-academic work in the hospital/ medical college) If Yes, please attach proof, if any.

D. ANY OTHER SIGNIFICANT ACHIEVEMENT(S) :

E. 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.

F. 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 against me 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

Enclosures (list): along with copy of last 5 years of APAR taken from Sparrow site

G. 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

ANNEXURE-III

HEAD OF THE DEPARTMENT Presentation Guidelines

(i). Department Specific Areas

General Guidelines

- The presentation should be brief, informative and restricted to the areas mentioned
- The maximum time duration for the presentation is 10 minutes
- The selection committee shall assess the candidate based on his communications skills, originality and feasibility of the vision, goals and objectives

(a). Give a Detailed Overview of the Strength and Weaknesses of the Department (SWOT Analysis)

(b). Vision for the Department

Present your vision for the development of the
department for the next five years

(c). Specific Goals and Objectives

- Specify the goal and objectives that you wish to achieve for the department in the next five years
- The objectives should be specific, feasible and measurable through an objective assessment (e.g. starting a new clinic/lab/ service or educational or research initiative with specified outcomes)

ii. Individual Assessment

(a). Briefly describe about your background and significant achievements before and after joining the Central Health Services (CHS)

(b). Personal SWOT Analysis (Strength, Weaknesses, Opportunities and Threats)

(c). Describe your Leadership Style and provide an example where you have demonstrated leadership in a difficult situation

(d). Specify reasons why you are the best candidate
for the Head of the Department Position