

E-11656



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-Part(1)/308 Dated: 18.01.2025

CIRCULAR

Sub: Appointment of Head of Department (HOD) in 3 Central Government Hospitals - reg.

In pursuance to the Ministry's circular No. A.17020/31/2024-MH-I dated 13th January 2025 application form for appointment to the post of Head of Departments (HoDs) of undermentioned departments of ABVIMS & Dr. RML Hospital is invited in the enclosed format. Duly filled Application forms from eligible CHS officers posted at any of the Central institutions may be forwarded via e-mail membersecy-mohfw@gov.in with in 20 i.e. 13.01.2025 (till 03.02.2025). 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.

S.No	Department	Hospitals
1.	Nephrology	ABVIMS-Dr. RML Hospital, N.D.
2.	Pharmacology	ABVIMS-Dr. RML Hospital, N.D.
3.	Endocrinology	ABVIMS-Dr. RML Hospital, N.D.
4.	Medicine	ABVIMS-Dr. RML Hospital, N.D.
5.	Neuro-Surgery	ABVIMS-Dr. RML Hospital, N.D.
6.	PMR	ABVIMS-Dr. RML Hospital, N.D.

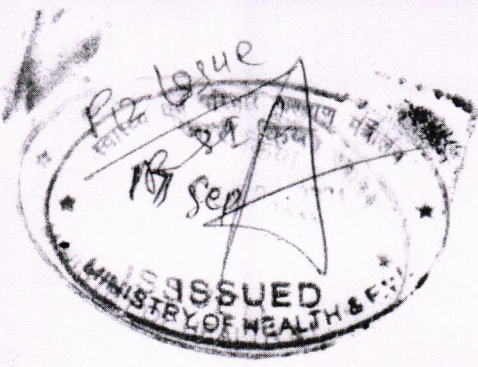
All the procedures for appointment of Head of aforesaid departments are followed strictly in accordance with Office Memorandum vide No. A-45017/01/2018-CHS-V dated 13.09.2024 issued by CHS Division, MoH&FW.

This issue with the approval of Medical Superintendent.

(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. Umesh Devappa Suranagi, O/o Standing Selection Committee of Health & Family Welfare, Nirman Bhawan, New Delhi
3. P.S. to Medical Superintendent for information please.



BY SPEED POST

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



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

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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*
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) *R2 17/9*
- ii. PPS to AS(H) - (2) *17/9*
- iii. PPS to JS(Hospital) - (3) *17/9/24*
- iv. PS to DS(CHs) - (4)

