

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

Nirman Bhavan, New Delhi
Date: 31 October, 2025

CIRCULAR

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

Application for appointment to the post of Head of departments (HoDs) for the departments (Enclosure-I) in three Central Government Hospitals and associated Medical Colleges is invited in the enclosed format (Enclosure-II).

In accordance with office Memorandum vide no. A 45017/01/2018-CHS-V dated 13.09.2024 issued by CHS Division, MoHFW. Eligible CHS officers posted at any of the central institutions may submit the filled application forms duly verified by the Head of Institution.

The applications along with power-point presentation (Enclosure-III) may be submitted electronically through proper channel via official email to **membersecy-mohfw@gov.in** before **15.11.2025**. Advance copy may be sent via email. **Any applications received after the last date will not be considered.** Attach only applicable documents mentioned in Annexure section in the application form. The eligibility will be as per the above mentioned OM and eligibility cut-off date is last date of submission of application form. All relevant document(s) have to be brought by the applicant at the time of interview.

This is issued with the approval of competent authority.

R L MEENA
Dy Director (MH)

Enclosures

- I. List of Departments
- II. Application Form
- III. Power point template
- IV. OM no. A 45017/01/2018-CHS-V dated 13.09.2024 issued by CHS Division, MoHFW

To,

(With the request for wide publicity including institutional notice boards and official website)

1. Director, LHMC & associated Hospitals
2. Director, ABVIMS & RML Hospital
3. Director, VMMC & Safdarjung Hospital

Copy To,

(With request for uploading on official website)

1. Officer In-charge, IT Division, MoHFW
2. Officer In-charge, IT Division, Dte.GHS

Enclosure-IList of Departments

S.No.	Department*	Institution/Hospital		
1.	Anaesthesia		VMMC & SJH	LHMC & ASS. HOSPITALS
2.	Anatomy	ABVIMS & RMLH	VMMC & SJH	
3.	Biochemistry			LHMC & ASS. HOSPITALS
4.	Cancer Surgery		VMMC & SJH	
5.	Chest & Respiratory Medicine	ABVIMS & RMLH	VMMC & SJH	
6.	Critical Care Medicine		VMMC & SJH	
7.	CTVS	ABVIMS & RMLH	VMMC & SJH	
8.	Dental Surgery	ABVIMS & RMLH		LHMC & ASS. HOSPITALS
9.	Emergency Medicine	ABVIMS & RMLH	VMMC & SJH	LHMC & ASS. HOSPITALS
10.	Endocrinology	ABVIMS & RMLH	VMMC & SJH	
11.	ENT		VMMC & SJH	
12.	Forensic Medicine			LHMC & ASS. HOSPITALS
13.	Gastroenterology	ABVIMS & RMLH		
14.	Hematology		VMMC & SJH	
15.	Medicine	ABVIMS & RMLH	VMMC & SJH	LHMC & ASS. HOSPITALS
16.	Nephrology	ABVIMS & RMLH	VMMC & SJH	
17.	Neurology			LHMC & ASS. HOSPITALS
18.	Neurosurgery	ABVIMS & RMLH	VMMC & SJH	
19.	Obstetrics & Gynaecology	ABVIMS & RMLH	VMMC & SJH	LHMC & ASS. HOSPITALS
20.	Ophthalmology		VMMC & SJH	LHMC & ASS. HOSPITALS
21.	Orthopedics			LHMC & ASS. HOSPITALS
22.	Pathology		VMMC & SJH	LHMC & ASS. HOSPITALS
23.	Pediatric Anesthesia			LHMC & ASS. HOSPITALS
24.	Pediatrics		VMMC & SJH	LHMC & ASS. HOSPITALS

25.	Pediatric Surgery		VMMC & SJH	LHMC & ASS. HOSPITALS
26.	Pharmacology	ABVIMS & RMLH		
27.	Physiology	ABVIMS & RMLH		
28.	Plastic Surgery	ABVIMS & RMLH		LHMC & ASS. HOSPITALS
29.	PMR		VMMC & SJH	LHMC & ASS. HOSPITALS
30.	Community Medicine/ PSM			LHMC & ASS. HOSPITALS
31.	Psychiatry		VMMC & SJH	
32.	Radio-Diagnosis			LHMC & ASS. HOSPITALS
33.	Dermatology/ Skin & VD		VMMC & SJH	LHMC & ASS. HOSPITALS
34.	Surgery		VMMC & SJH	LHMC & ASS. HOSPITALS
35.	Transfusion Medicine	ABVIMS & RMLH		

*The current phase of interview is for the departments with HoDs who have completed 6 years/ officiating HoD/ HoD position arising in next 6 months.

Enclosure-II

**Directorate General Health Services
Ministry of Health & Family Welfare
Government of India**

Application Form for the Post of Head of the Department

A. PERSONAL INFORMATION

Name in Full: Dr _____
(In block letters)

Department Applied for: _____

CHS Cadre: GDMO/ Non-teaching Specialist / Teaching specialist

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

Present Pay Level: _____

Date of attaining pay level 14 (attach the order copy): _____

Date of attaining pay level 13 (attach the order copy): _____

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

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

Date of Obtaining equated Teaching Designation (Professor): *(applicable only for GDMO/ Non-teaching Specialists):* _____

Total Years of teaching Experience (as certified by Head of the institution) on last date of receipt of application *(applicable only for GDMO/ Non-teaching Specialists without equated teaching designation):* _____ **(attach supporting documents)**

Present Designation: _____

Present Place Posting: _____

Mobile No. _____ **E-mail:** _____

Passport size color
photograph (self-
attested)

Qualification	Year of passing	Remarks (if any)
MBBS		
MD/MS/DNB		
DM/MCH/Dr.NB		
Any additional qualification(s)		

B. PROFESSIONAL EXPERIENCE**(including senior residency)**

Sl. No	Name & Address Institution	Hospital/University affiliation	Date of From To		Designation	Nature of duties

If held position as HoD anytime till date, mention the dates and total duration of the same.

APAR scores of Last 5 Years:

YEAR	2024-25	2023-24	2022-23	2021-22	2020-21
SCORE (as per accepting authority)					

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

D. SIGNIFICANT CONTRIBUTION(S) TO DEVELOPMENT OF THE INSTITUTION

E. Total NUMBER OF PUBLICATIONS (Only mention as per NMC Criteria):

Number	Type (National/International)	h-Index

Details of top five publications (Vancouver format):

F. 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.

G. Declaration by the Candidate:

I, Dr _____ S/o or D/odo 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 as per rules may be taken by the competent authority.

I Dr..... do hereby solemnly declare that no major penalty was imposed against me.

I Dr..... do hereby solemnly declare that no vigilance case is pending against me.

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.

Place:

Date:

Signature of the Candidate

(Name in Block letters)

H. 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 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."

I. Annexure (attach Self certified Copy of):

	Yes/NO
Appointment order from UPSC as CHS officer	
Promotion order to Pay level 14	
Promotion order to Pay level 13	
Previous 5 years complete APAR	
Equated teaching designation by university (applicable for non-teaching & GDMO)	
Teaching experience certified by Head of the institution along with supporting documents (applicable for non-teaching & GDMO without Equated teaching designation) - Teaching schedule for UG and PG teaching activities.	
Supporting documents for administrative experience	
Power point presentation in attached format not exceeding 10 slides	

ENCLOSURE-III

Max.10 slides

DEPARTMENT APPLIED

**NAME
PRESENT DESIGNATION
CURRENT PLACE OF POSTING**

CHRONOLOGY OF WORK EXPERIENCE

Position/Designation	Institution	From	To	Highlights/Remarks if Any

EXPERIENCE

No. of years Teaching exp.

No. of years Administrative exp.

No. of Research Projects

No. of Publications (as per NMC criteria)

Awards/Honours/Achievement

PERSONAL SWOT ANALYSIS

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS

VISION FOR THE DEPARTMENT

In 5 bullet
Points

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

service.

For the Second term as HoD, acting on reference by Hol, 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 Hol, 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 Hol 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 Hol, 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

(Nikhil Bhatnagar)
Under Secretary to Govt of India
Tele No. 2306 1108

To

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)
- ii. PPS to AS(H)
- iii. PPS to JS(Hospital)
- iv. PS to DS(CHS)

Annexure-I

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