

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

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Nirman Bhawan, New Delhi-110011  
Dated the 28th March , 2024

## OFFICE MEMORANDUM

**Subject: Guidelines on appointment of Head of Department (HoD) in three Central Government Hospitals and associated Medical Colleges.**

In supersession of this Ministry's OM of even number dated 10.01.2023 on the above mentioned subject, with the approval of competent authority, it has been decided that the appointments of Head of Department (HoD) in three Central Government Hospitals and associated Medical Colleges shall be governed by the following guidelines:

### 1. Composition of Standing Selection Committee:

The Committee may be constituted as under:-

- DGHS - Chairman
- MS, SJH - Member
- MS, RMLH - Member
- Director/MS, LHMC - Member
- One Representative - Member  
from any MAMC/  
BSAMC/GB Pant Hospital

### 2. Notice for selection of HoDs to be issued

The notice for vacancies must be widely publicized by DteGHS 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 vacancies. 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, if any.

The selection committee would finalise 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 official is recommended in the preference order by surpassing senior(s), a justification must be recorded by the Committee to this effect. The appointment order shall issued accordingly by the respective hospital administration/ concerend institute/ organisation.

### 4. Maximum duration as HoD in service

Selection of HoD shall be for one term of 03 (three) years only 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 officials to become HoD in their service life. For the Second term as HoD, acting on reference by MS/ Director, the Standing Selection Committee 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. Removal from the position of HoD

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.

#### **6. Whether non- teaching/ GDMOs can be appointed as HoD**

Non-teaching specialist and GDMO Cadre officials are also eligible to become HoD. Academic activities shall be carried out under supervision of HoD, only to avoid any kind of communication gap.

#### **7. Application procedure**

Information regarding vacancies will have to be submitted by MS/ Director at least 03 (three) months in advance to the office of DGHS. The office of DGHS shall advertise vacancies so arising well in advance. It shall ensure wide publicity of the advertisement through MSs in all hospitals. Secretarial assistance in this process will be provided by Hospital-I Section of MoHFW.

#### **8. Backlog of vacancies/ Routine vacancies**

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).

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).

#### **9. Eligibility criteria**

All the CHS officers in the Pay Level-14 of Pay Matrix are eligible for the post of HoD. To avoid any kind of anomaly, CHS officers in the Pay Level-13 of Pay Matrix may not be considered to become HoD.

#### **10. Qualification and Experience**

The eligibility criterion for applying to the post would be that the candidate should be a CHS officer having PG qualification in the speciality.

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.

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 where he/she would like to work.

#### **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 MS/ Director, 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. Eligibility for consideration**

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.

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 (Annexure-I attached below).

### 13. Panel

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

The Committee will forward its recommendation in sealed cover to Director/ MS of the Hospital or Institute concerned for further appropriate action by following the said norms.

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

### 14. Tenure

Tenure of the Standing Selection Committee will be standing and approval for the external member would be taken from the Ministry from time to time.

Encl: Annexure-I

Signed by

**Naveen Aggarwal**

(Dr. Naveen Aggarwal, IAS)  
Deputy Secretary to the Govt. of India  
Date: 28-03-2024 16:09:39  
Tele No. 2306 2980

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. O/o Hon'ble HFW
- ii. Sr.PPS to Secy(H)
- iii. PPS to AS(H)
- 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-Centre 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. Grading 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