

F. No. A/353/2023-ADMIN I / 1797

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF HEALTH SERVICES
LADY HARDINGE MEDICAL COLLEGE & SMT. S.K. HOSPITAL
NEW DELHI

Dated the 21 August 2023

CIRCULAR

With reference to MoH&FW OM No. Addl.DDG/02/21-02-23 (DGHS) dated 18.08.2023 (Copy enclosed), applications are invited from the eligible faculty members of this Institution for appointment of Head of Department in 3 Central Government Hospitals/Institutes in Delhi details as under:-

S.No.	Department	Hospital/Institute
1.	Pharmacology	ABVIMS-RMLH & LHMC
2.	Dentistry, Tuberculosis & Chest Diseases, Psychiatry, Pathology, Anatomy, Physiology	LHMC
3.	Biochemistry, Community Medicine, Nuclear Medicine	VMMC

Application form may be filled in the prescribed format and scanned application form may be submitted electronically by the candidates via email to **membersecy-mohfw@gov.in** latest by 5.00 PM on 04th September, 2023.

All are requested to go through the standard operating procedures/guidelines issued by the MoH&FW vide their OM No. Addl.DDG/02/21-02-23(DGHS) dated 10.04.2023 for appointment of Head of Departments on the above institutes.

This issues with the approval of Competent Authority.

मदन लाल
18/08/23
Assistant Administrative Officer

लेडी हार्डिंग मेडिकल कॉलेज एवं
श्रीमती सुचेता कृपलानी अस्पताल
नई दिल्ली-110001

To,

1. All HoDs-with request to bring the contents of the Office Order to the knowledge of all faculty members working under their kind control.
2. AMSs
3. Vice Principal
4. Dr. Nikhilesh Chandra, Member Secretary, Standing Selection Committee, DGHS, MoH&FW, Nirman Bhawan, New Delhi-110001.
5. PS to Director
6. PA to DD(A)

/3609319/2023

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 18 Aug 2023

OFFICE MEMORANDUM

Subject: 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.

With reference to O.M. No. Addl.DDG/02/21-02-23(DGHS) (FTS : 8208783) dated 10.04.2023 regarding framing of Standard Operating Procedure(SOP)/Policy for Appointment of Head of Department(HoDs) in 3 Central Government Hospitals/Institutes in Delhi, the undersigned is to convey that the following vacant posts of HoDs may be advertised by MS/Director of respective institutions in their websites and notice boards:

S.No.	Department	Hospital
1	Pharmacology	ABVIMS_RMLH & LHMC
2	Dentistry, Tuberculosis & Chest Diseases, Psychiatry, Pathology, Anatomy, Physiology	LHMC
3	Biochemistry, Community Medicine, Nuclear Medicine	VMMC

2. Details regarding all the procedures are given in referred OM dated 10.04.2023 and its annexure. The following timeline is to be followed strictly :

- (i) Advertisement is to be issued within **02 work-days** under intimation to this office.
- (ii) Application form is to be submitted within 02 weeks (latest by **5 p.m. on 04 Sept 2023**). In case of any procedural delay, a candidate can submit advance copy to this office by email.
- (iii) Names and **valid email IDs** of faculties & PG3 of that speciality to be submitted by respective MS/Director where the applicant works or had worked in last two years (latest by **26th August 2023**.)
- (iv) Feedback form is to be submitted by the faculties and PG3 at the earliest, in any case, before 5 pm on **8 Sept, 2023**.
- (v) Interview may be held in September. Date, Time, & Place will be informed by email to the candidate individually.

Signed by

Nikhilesh Chandra

(Dr. Nikhilesh Chandra)

Member Secretary, Standing Selection Committee

Landline office- 011-23061028

Room No.-544, A wing, Nirman Bhawan

To,

1. Medical Superintendent, Safdarjung Hospital, Delhi, with request to advertise
2. Medical Superintendent, Dr. R.M.L. Hospital, Delhi, with request to advertise

**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

***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."