



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) Dated 27.06.2024

2642

CIRCULAR

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

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 may be forwarded to the MS/Director of institutions for further submission to the DGHS, MoHFW, Nirman Bhawan. No additional document is required to be attached with the form.

S.No	Department	Hospitals
1.	Endocrinology	ABVIMS-Dr. RML Hospital, N.D.
2.	Medicine	ABVIMS-Dr. RML Hospital, N.D.
3.	Nephrology	ABVIMS-Dr. RML Hospital, N.D.
4.	Neuro-Surgery	ABVIMS-Dr. RML Hospital, N.D.
5.	Pharmacology	ABVIMS-Dr. RML Hospital, N.D.
6.	Burns & Plastic Surgery	ABVIMS-Dr. RML Hospital, N.D.
7.	Dental Surgery	ABVIMS-Dr. RML Hospital, N.D.
8.	Emergency Medicine	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 17.05.2024 issued by CHS Division, MoH&FW (Copy enclosed).

All the eligible and willing candidates should submit their applications in prescribed proforma along with enclosures in the office of the Medical Superintendent/Director of concerned hospital/institutes within **15 days of issue of this circular**. Applications received after the last date will not be considered.

(Signature)

Encl: As mentioned above

(Vijay Prakash Nodiya)
Dy. Director (Admn)

Copy to:

1. In-charge E Governance with the request to upload the same on the hospital website;
2. Sh. Vinay Kumar, Under Secretary to the Govt. of India, Ministry of Health & Family Welfare, Department of Health & Family Welfare, Nirman Bhawan, New Delhi
3. Medical Superintendent, VHMC & Safdarjang Hospital, New Delhi.
4. The Director, LHMC & Smt. Sucheta Kriplani Hospital. New Delhi.

**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: _____

CHS Cadre: GDMO/ Non-teaching Specialist / Teaching

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

Present Pay Level: _____

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

Date of Obtaining Teaching Designation: applicable only for GDMO/ Non-teaching Specialist
(dd/mm/yyyy): _____

Year of Passing MBBS (mm/yyyy): _____

Year of Passing MD/MS (mm/yyyy): _____

Year of Passing DM/MCH (If applicable) (mm/yyyy): _____

Whether completed Senior residency (not applicable for DM/MCH candidates): Yes / No

If Yes; Date (dd/mm/yyyy) _____ to Date (dd/mm/yyyy) _____

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

Date of attaining Superannuation (attaining 65 years of age) (dd/mm/yyyy): _____

Total Years of Experience as on current date:

- 1) After MBBS: _____
- 2) After MD/MS: _____
- 3) After Super speciality (if applicable): _____
- 4) After appointed as CHS officer: _____

Passport size color
photograph (self-
attested)

5) After obtaining teaching designation (applicable only for GDMO/ Non-teaching Specialist): _____

Present Designation: _____

Present Posting: _____

Phone/Mobile No. _____ E-mail: _____

Please mention APAR scores of Last 5 Years below:

YEAR					
SCORE					

B. PROFESSIONAL EXPERIENCE/ posting details

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

C. ANY SIGNIFICANT ADMINISTRATIVE EXPERIENCE IN LAST 3 YEARS (If one has worked in any administrative capacity or was involved in any non-academic work in the hospital/ medical college) If yes, enumerate below:

D. ANY SIGNIFICANT CONTRIBUTION(S) TO DEVELOPMENT OF THE INSTITUTION IN LAST 3 YEARS. If yes, enumerate below:

E. Total NUMBER OF PUBLICATIONS (Type & Indexing applicable as per NMC Criteria):

Details of last publication:

F. OBSERVATIONS REGARDING PROBLEMS & DEFICIENCIES IN THE DEPARTMENT (ENUMERATE 5 IMPORTANT ISSUES)

Sl. No	Issue
01	
02	
03	
04	
05	

POSSIBLE REMEDIES & SOLUTIONS FOR ABOVE ISSUES WITH TIMELINES

Sl. No	Remedies/Solution(s)	Timelines
01		
02		
03		
04		
05		

G. 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.

H. 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 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

I. 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."