



Guidelines for Admission to DNB Programme

National Board of Examinations
(Ministry of Health & Family Welfare, Government of India)
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1. Standard Procedure to be followed

- (a) The Aptitude Assessment shall be done in a transparent manner i.e. wide publicity shall be given by the Institution for invitation of applications, as per the time framed defined by the Board (stated in the accreditation agreement letter).
- (b) The concerned Institute shall maintain a complete record of all applicant candidates along with their contact details, which shall be submitted to the Board's office at the end of selection process (as per format enclosed).
- (c) The selection committee/panel of experts appointed by the concerned institutions shall comprise of at least 50% of external members i.e. faculty members not related to the Institute, the panel shall comprise only of subject experts i.e. those specialists who are associated with practice and teaching of the concerned specialty.
- (d) Consultants/Administrators/Promoters of the concerned Hospital cannot be associated with the Hospital's selection process, if any of the close relatives or known person is appearing in the said aptitude assessment test.
- (e) The Institute concerned shall evolve objective skills for assessing the professional aptitude of candidates (the model scale for assessment of skills is proposed along with at annexure 9).
- (f) The Institute concerned shall prepare a subject wise merit list based on the performance of the candidates equal to the number of seats available & an equal number of candidates in order of merit in the wait list panel.
- (h) All candidates shall be treated alike and on equal grounds. There shall not be any kind of preferential weightage (example Institute/state of Graduation, Domestic Candidate etc.) to be given to any kind of candidate on any reason or ground.

2. Information to be furnished to NBE

All Accredited Institutions shall forward following information to the Board within 10 days of the completion of admission process: -

- (a) Details of advertisement/publicity notice for the selection process initiated by the Institute alongwith copy of the same.
- (b) List of applicants who applied in response to such notice along with contact details (telephone number, fax, e-mail, mobile number) (as per format enclosed).
- (c) Methodology of process adopted by the institute concerned for assessment of aptitude of the candidates.
- (d) Details of composition of Committee/Panel of experts constituted for this assessment test along with contact details of the experts concerned.
- (e) Declaration by the panel of experts (as per Annexure enclosed).
- (f) List of candidates who finally appeared in the aptitude assessment test along with marks obtained by each candidate.
- (g) Time period given to the selected candidates for joining the institution along with copy of the letter/agreement/terms & conditions to be issued to the selected candidates.
- (h) Declaration form by the Institutes (as per Annexure)

3. Annexure (s)

- Annexure 1 - Details of Advertisement
- Annexure 2 - Format for furnishing records of all Candidates
- Annexure 3 - Details of methodology for selection Process
- Annexure 4 - Composition of the panel of experts
- Annexure 5 - Declaration by the panel of experts
- Annexure 6 - Format for furnishing information of Scoring in the Aptitude Selection Test
- Annexure 7 - Letter of selection given to the selected Candidates along with detailed terms and conditions.
- Annexure 8 - Declaration Form of the Institutions.
- Annexure 9 - Draft Scale for assessment of aptitude of candidates.

Annexure 1

Format of Advertisement

1. Date of Publication
2. List of Newspapers where published
3. Last date for inviting applications
4. Annexed copy of advertisement
5. Any other means by which advertisement/admission notice was published like website, notice board, letter to other hospitals etc.

Annexure 2

S.No.	Name of Candidate	Educational Qualification	Contact Number like Telephone No., Fax, e-mail, Mobile No.	Date of submission of Application Form

Annexure 3

- (1) Whether the proposed scale for Aptitude Assessment Test issued by the National Board of Examinations has been used or some other methodology has been used (Yes/No)
- (2) If no, given details of the admission process adopted.
- (3) Describe how confidentiality was maintained in the conduct of Aptitude Assessment Test.
- (4) Whether any mechanism was used to screen candidates for the purpose of appearing in Aptitude Test (Yes/No)
- (5) If yes, the methodology so adopted
- (6) Details of scoring methodology used for Aptitude Assessment Test.

Annexure 4

S.No.	Name	Designation	Name of the Institution where working	Contact Details	Educational Qualification

Annexure 5

I, _____ (Name), working as _____ (Designation), _____ (Hospital/Medical College) worked will be conducting the Aptitude Assessment Test for selection of DNB candidates in the specialty of _____ for _____ (session January/July, 200) for _____ Hospital.

I have examined the list of candidates appearing for the said Aptitude Test and hereby certify that none of my blood relatives or near relatives (son-in-law/daughter-in-law, son/daughter, niece, nephew or any other dependent/progeny) of my family or immediate family (brother, sister, brother-in-law, sister-in-law) or blood relative or close relative (son-in-law, daughter-in-law) of the promoter/owner/any consultant working in this Hospital.

I also certify that I do not know any candidate by virtue of his parents/family members, etc., (other than professional working experience).

(Dr _____)

Annexure 6

S.No.	Name of Candidate	Educational Qualification	Contact Number like Telephone No., Fax, e-mail, Mobile No.	Date of submission of Application Form	Marks Obtained

(Medical Superintendent/ Director ___ Hospital)

Annexure 7

- Kindly Annex offer letter of selection and appointment as DNB Trainee issued to the candidate along with comprehensive guidelines and terms and conditions of training, fees charged, facilities provided to the candidates.
- This letter/all documents shall be comprehensive in nature and there shall be no documents other than this which is to be given to the candidate for scoring his admission.

Annexure 8

I, _____ working as _____ (Head of Institute) of _____ Hospital hereby certify that:

- (i) The information enclosed along with as contained in Annexures 1 to 7 is true to the best of my knowledge and nothing thereon has been concealed.
- (ii) That this institute has not charged any kind of capitation fees/security money/caution money/bank deposit/material security or any such article from the candidates towards joining the DNB programme.
- (iii) That the selection of DNB trainees has been done as per the guidelines prescribed by the National Board of Examinations.
- (iv) That all the candidates have been treated alike on equal grounds and no special privilege or weightage has been given to any candidate on any ground.
- (v) That the original degree and supporting documents for credentials have been verified in respect of candidates.
- (vi) That this hospital has maintained a waiting list as per merit obtained by the candidates in this Aptitude Test and any further vacancies arising due to any selected candidate not joining the seat or leaving the seat, the same shall be filled amongst the waitlisted candidates in order of merit. That none amongst the promoters/administrators of the hospital have been associated with the Aptitude Assessment Test and none of their relatives or close contacts have appeared in the Aptitude Assessment Test.
- (vii) The panel of experts for the Aptitude Assessment Test had 50% of experts who are not associated with this hospital in any capacity and have never been associated with this hospital.

Certified for above:

(DR _____)
MS/ Director
--- Hospital

Annexure 9

S. No.	Item	Marks	
A.	Knowledge about Clinical Procedures, Surgical Skills, aptitude, Commonly Practiced Protocols in the concerned specialty.		5
1.	<i>Awareness about the specialty concerned; Is the candidate aware about the commonly practiced clinical procedures relevant/applied to the concerned specialty and the scope of specialty?</i>	3	
(a)	Not Aware – 0 Marks		
(b)	Somewhat Aware – 1 Marks		
(c)	Aware to a reasonable extent – 2 Marks		
(d)	Possesses sound Knowledge- 3 marks		
2.	<i>Assessment of candidate for aptitude, commonly practiced protocols, knowledge of applied basic sciences, applied specialty to the subject</i>	2	
(a)	Aptitude & Knowledge – Nil 0 marks.		
(b)	Aptitude & Knowledge –Average 1 marks		
(c)	Sound Knowledge & Definitive Aptitude – 2 marks		
B.	Experience and Academic Achievement, publications and conference attended		5
1.	<i>Experience in the concerned specialty</i>	3	
(a)	Does not possess any experience – 0 Mark		
(b)	Possess some experience in the concerned specialty /allied specialty (has observed procedures/skills), Relevant <i>experience less than 6 months</i> – 1 Marks		
(c)	Possess experience in the concerned specialty – Marks (has assisted procedures in the specialty), <i>experience 1-2 years</i> – 2 marks		
(d)	Definitive experience (independently carried on procedures), Possesses at least 2 years of valid experience in the specialty/allied specialty – 3 Marks		
2.	<i>Academic achievement /publications and conference attended</i>	2	
(a)	Does not possess any Academic Aptitude – 0 Marks		
(b)	Possess Academic aptitude – 1 Mark (Evidence- attended at least one conference /CME in sub-specialty concerned)		
(c)	Possesses academic aptitude, is aware about recent publications and has attended at least two conferences in the concerned specialty 2 marks		
Grand Total			10