

DNB**PDCET** **HANDBOOK**

FOR

CENTRALIZED COUNSELING

**For Admission to
DNB (Post Diploma) Courses**

January 2017 Admission Session



NATIONAL BOARD OF EXAMINATIONS

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1. ELIGIBILITY FOR COUNSELING:

- 1.1. Candidates who have qualified the Centralized Entrance Test (DNB PDCET) conducted by NBE on 29th November 2017 and fulfill the eligibility criteria for admission to DNB (Post Diploma) courses (January 2017 admission session) at various NBE accredited Medical Colleges/Institutions/Hospitals in India shall participate in the counseling for allocation of seats purely on merit cum choice basis.
 - a. Candidates who have passed the final examination leading to the award of Post Graduate Diploma from Indian Universities which are duly recognized as per provisions of Indian Medical Council Act 1956, Govt of India i.e. have passed/Passing the final examinations for Post graduate diploma on or before 31st December, 2016 can apply for the Post diploma CET examination in the same Broad specialty. Candidate should have completed his/her 2 years of post diploma training by 31st December, 2016.
 - b. Submission of proof of having passed/Passing the Post graduate diploma final examination on or before the **31st December, 2016** is an essential pre-requisite. In case the candidate does not submit requisite proof of passing his/her post graduate diploma final examination, the candidate shall not be allowed to appear in DNB PDCET January 2017 admission session counseling.
- 1.2. Candidate pursuing any other Post Graduate Medical course (other than DNB course) can join a DNB seat only after he/she resigns from such course. Seat allotment letter to such candidate shall be issued by NBE (within the of admission calendar) only if the candidate has been relieved and discharged from the institution/college/hospital from where he/she is undergoing such post graduate medical course.
- 1.3. If ineligibility is detected at any stage, NBE reserves its rights to take necessary actions as deemed fit including but not limited to cancellation of admission to DNB course and to debar the candidate from taking any further examinations conducted by NBE.

- 1.4. Candidates absent/not participating in any round of counseling either in-person or through online (opt out) shall not be eligible for participation in subsequent rounds(s) of counseling. i.e. Attending the previous round of counseling in-person or through online mode is essential to make the candidate eligible for the subsequent round of counseling (if any).

Counseling	Eligibility
1 st Round	Candidates who have qualified the DNB PDCET conducted by NBE in the respective session and fulfill the eligibility criteria for admission to the respective courses at various NBE accredited Medical Colleges /Institutions /Hospitals in India shall be eligible to participate in the counseling for allocation of seats purely on merit cum choice basis.
2 nd Round	Candidates who have participated in the 1 st Round of counseling either in-person or through online (opt out) shall be eligible for participation in the 2 nd round of Counseling in order of merit.
3 rd Round (if conducted)	Candidates who have participated in the 2 nd Round of counseling either in-person or through online (opt out) shall be eligible for participation in the 3 rd round of Counseling in order of merit.

1.1. Candidate opting for a confirmed seat has to submit an undertaking in format of **Annexure-B.**

1.2. Candidates who are already pursuing DNB course are not eligible to appear for the DNB PDCET or participate in counseling till such time they have not completed the duration of prescribed course.

1.3. NBE reserves its rights to alter/amend or modify or interpret any clause/criteria/guidelines contained in this handbook pertaining to Centralized Counseling.

1.4. Jurisdiction for disputes (if any) shall be at New Delhi only.

2. SCHEDULE OF COUNSELING:

2.1 The schedule for DNB PDCET Centralized merit based counseling is available on NBE website www.natboard.edu.in

2.2 Eligible candidates can download their Rank letter for participation in DNB PDCET merit based counseling from NBE website.

3. AVAILABILITY OF DNB BROAD SPECIALTY (POST DIPLOMA) SEATS:

3.1 The indicative seat matrix for DNB Broad Specialty courses (Post Diploma) is available on NBE website. Final Seat matrix shall be displayed at the counseling venue and NBE website before the commencement of counseling.

3.2 After the commencement of counseling, the Information regarding vacant seats shall also be made available on NBE website www.natboard.edu.in after the completion of counseling for each day.

4. VENUE OF COUNSELING:

- 4.1 DNB PDCET merit based centralized counseling for January 2017 admission session shall be held in New Delhi at National Board of Examinations, PSP Area, Sector – 9, Dwarka (Landmark: Opp. District Court, New Delhi) as per prescribed schedule.
- 4.2 Candidates are required to make their own arrangements for boarding & lodging. Travel cost to appear in the counseling shall be borne by the candidates only.
- 4.3 Candidates are advised to report to the counseling venue at the prescribed time. Candidates reporting after the prescribed time are liable to miss their turn in the Counseling. NBE shall not be responsible for any delay in arrival due to any reason. No claim in this regards shall be entertained. NBE reserves its rights to take appropriate decisions in cases of late reporting by the candidates. However, no candidate under any circumstances shall be allowed to disrupt the existing flow of candidates for counseling if he/she reports late on any ground.

5. ALLOTMENT OF SEATS BY PERSONAL APPEARANCE:

- 5.1 The allotment of seats shall be made to the eligible candidates only through personal appearance and they shall be called in batches in order of their specialty specific merit position, as per the schedule of Counseling available on NBE website.
- 5.2 Candidate opting for a confirmed seat has to submit an undertaking in format of **Annexure-B.**
- 5.3 Candidate has to be present in person on the day of his/her counseling to participate in the counseling at scheduled time specified in his/her Rank Letter. Authorized representative on behalf of candidate shall be permitted **only after due approval of NBE in exceptional circumstances only at sole discretion of NBE.**
- 5.4 The schedule for further round(s) of counseling (if any) shall be notified in due course on NBE website www.natboard.edu.in after completion of the 1st Round of

Counseling. Candidates are advised to visit NBE website regularly for updates regarding counseling.

- 5.5 A candidate can also exercise his/her option for participation in further round of counseling (ie opting out) through NBE website www.natboard.edu.in till the day of his / her scheduled counseling. The candidate need not appear for counseling in-person at NBE office Delhi for opting out for further round of counseling. Candidate can access NBE website from anywhere to use the facility for opting out for further round of counseling. Such candidate shall not be marked as absent and shall be given an opportunity to participate in next round of counseling as and when conducted by NBE for the same academic session.

Eg:- A candidate with Merit position 25 has to attend the counseling on 07.04.2017 and is not interested to opt for any confirmed seat and wants to exercise his/her option for participation in the next round of counseling can use the online facility available at NBE website www.natboard.edu.in from commencement of counseling till 05.00PM on 07.04.2017.

Such Candidates who opted out for further round of counseling shall be required to pay counseling Fee of Rs 2500/- by credit/debit card at the time of online submission of Opting out form only in 1st Round. No fee is required for participation in further rounds of counseling.

- 5.6 Candidates who do not attend/participate in the counseling at their first opportunity either in person or through online (opt out) shall not be eligible for participation in the subsequent round(s) of counseling (if any).
- 5.7 Candidates opting for a confirmed seat are **NOT** eligible to participate in subsequent round(s) of counseling irrespective of their joining/non- joining/resignation from the seat already opted for.
- 5.8 Candidates appearing for counseling can either opt for a confirmed seat or exercise their option for participation in further round of counseling.
- 5.9 Candidates are advised to exercise their option for confirmed seat or next round of Counseling (vide supra) cautiously, as no change in seat once allotted shall be permissible under any circumstances.

- 5.10 The counseling shall be done purely on the basis of DNB PDCET (29th November, 2016) Specialty Specific Merit Position. The specialty specific merit has been determined by marks obtained by the candidates in DNB PDCET – January 2017 amongst their specialty. In the event of two or more candidates obtaining same marks, the Tiebreaker criteria as mentioned under clause 12.4 of Information Bulletin for DNB PDCET for Admission to Post Graduate DNB (Secondary) Courses January, 2017 admission session shall be adopted.
- 5.11 Reserved seats shall be allotted to the candidates of concerned category only. Candidates of reserved category can opt for either reserved seats earmarked for them or unreserved seats in order of their specialty specific merit. Candidates may note that reservation status of DNB seats at a particular institution/medical college is provided by the respective institution only, based on the roster maintained by the concerned institution and whether the institution/hospital is covered by reservation. NBE does not own, possess or fund any seat as such.
- 5.12 No separate letter/communication regarding counseling is being sent to the candidates. Therefore, all the eligible candidates are advised to refer to NBE website regularly www.natboard.edu.in for information pertaining to counseling and download their rank letter as well. Candidates are also advised to refer NBE website from time to time for any updates.
- 5.13 Candidates are required to bring their RANK LETTER at the time of counseling along with the prescribed documents. Rank letters can be downloaded from NBE website.

6. COUNSELING FEE:

Candidates are required to deposit the counseling fee of Rs. 2500/- either through demand draft drawn in favour of National Board of Examinations, payable at New Delhi or through Debit / Credit Card, on the day of counseling at counseling venue itself. Candidates are required to pay the counseling fee, failing which they shall not be allowed to participate in the counseling.

Candidates who exercise their option for participation in further round of counseling after opting out online through NBE website are required to remit the counseling fee of Rs. 2500/- through payment gateway provided using a Credit Card or a Debit Card issued by banks in India.

Counseling fee shall not be refunded under any circumstances once the candidate has been registered for Counseling at the counseling venue.

7. LIST OF PRESCRIBED DOCUMENTS

7.1 Candidates have to bring the following documents **IN ORIGINAL**.

- i. Rank Letter downloaded from NBE website www.natboard.edu.in
- ii. ***In the event of two or more candidates obtaining same marks, the Tie Breaker criteria as mentioned under clause 12.4 of Information Bulletin for DNB PDCET for Admission to Post Graduate DNB (Secondary) Courses January, 2017 admission session shall be adopted, the relevant documents to resolve the tie shall be produced by the candidate at the time of counseling***
- iii. MBBS Degree certificate and Marksheets of all the Professional exams.
- iv. Post Graduate Diploma Medical Qualification Pass certificate/Provisional Pass Certificate* of qualifying examination.
- v. Permanent Registration certificate issued by MCI/State Medical Council for registration of MBBS qualification.
- vi. Proof of Post Graduate Diploma Medical Qualification recognized as per IMC Act/Central Government.
- vii. Proof of declaration of result of Post Graduate Diploma Medical Qualification on or before **31st December, 2016**.
- viii. Proof of training completion of qualifying Post Graduate Diploma Qualification on or before **31st December, 2016. (Annexure C)**
- ix. Matriculation/High School/Higher Secondary Certificate as a proof of Date of Birth.
- x. SC/ST/PWD/OBC certificate issued by competent authority, if applicable.
Caste certificate must be issued by competent authority. The sub-caste should tally with the central Govt. list.

- xi. Any document (Bonafide certificate/Mark sheet/Attempt Certificate etc issued by concerned institution/medical college) confirming the name of the institution/medical college from where the Post Graduate Diploma Medical qualification was pursued.*
- xii. Any other relevant certificate or document.*

Candidates are also required to bring self-certified photocopies of the documents mentioned at S. No. (ii) to (xii). Self-certified photocopies have to be submitted to NBE at the time of documents verification.

*** Provisional certificate of Post Graduate Diploma Medical Qualification is permissible only for those candidates who had passed the Post Graduate Diploma Medical Qualification in the year 2016.**

If the candidate has passed Post Graduate Diploma Medical Qualification before 2016 and the Post Graduate Diploma Pass certificate has not been issued to him/her so far by the concerned university/Board, documentary evidence to this effect in form of a letter from competent authority of respective university/Board is to be furnished at the time of counseling.

If a candidate is employed or under any kind of bond, he/she has to furnish a 'No Objection Certificate or/and Relieving letter' issued by competent authority of concerned University /Employer before the cut off date prescribed to join the DNB course in case he/she decides to opt for a confirmed seat. The seat allotment letter to such candidates will be issued only after a copy of 'No Objection Certificate or/and Relieving letter' is submitted to NBE.

7.2 Candidates without original documents shall not be allowed to appear/participate in Centralized Counseling by NBE under any circumstances.

7.3 Candidates are required to bring one of the following Govt issued valid Identity card (non-expired) in original at the time of counseling:

- PAN card
- Indian Passport
- Voter ID Card
- Driving License
- Aadhaar Card (with photograph)
- MCI/SMC Registration certificate bearing photograph of the candidate

No other ID proof will be accepted.

7.4 All the certificates must be in HINDI or ENGLISH. In case if any of the certificate(s) is/are in regional language, its Hindi/English version translated copy duly authenticated by a Gazetted Officer will be required in original.

7.5 Seat Allotment letter shall be issued to the candidates opting for a confirmed seat on the same day of counseling subjected to fulfillment of the eligibility criteria.

8. PROCEDURE FOR DNB PDCET MERIT BASED CENTRALIZED COUNSELING

The candidate who has qualified the DNB PDCET - January 2017 is eligible to participate in the Merit Based Counseling on the designated day and time. The flow of counseling process is as under:

8.1 **Station A** (Registration Area cum document & Identity Verification Area)

- Attendance of all the present candidates shall be taken.
- Candidates shall be briefed about the counseling process and will be provided with a 'Counseling kit'.
- Candidates shall have to deposit a fee of Rs. 2500/- either in the form of Demand Draft drawn in favour of National Board of Examinations payable at New Delhi or through Debit / Credit Card.
- The original documents of every candidate shall be verified at the designated registration counters.
- Candidates without prescribed original documents shall not be allowed to participate in the Counseling.
- Biometric information of all candidates called for the counseling shall be captured and verified against the information of the candidate captured at the time of DNB PDCET (29th November, 2016) at their test venue.
- The candidates should report at the counseling venue on time as mentioned in their Rank letter on the day of scheduled counseling. This will allow time for identity verification and checking in for participation in the counseling.
- Identity checks shall be made upon arrival at the counseling venue to ensure that there are no unauthorized candidates participating in the counseling.

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- Finger prints of all the candidates may be captured and candidates are requested to cooperate with this essential activity to avoid any cases of impersonation. This is a security feature which will also ensure that only genuine and bonafide candidates appear for the counseling.
- Candidates are required to bring one of the following Govt issued identity card in original at the time of counseling:
 - PAN card
 - Indian Passport
 - Voter ID card
 - Driving License
 - Aadhaar Card (with photograph)
 - MCI/SMC Registration certificate bearing photograph of the candidate

No other ID proof shall be accepted.

8.2 Station B (Seat availability status area):

- After verification of the documents is complete, the candidate will be asked to move to station B in order of his/her specialty specific merit position.
- Candidates will be given an opportunity to go through the available seat matrix on Computers wherein they can look for the available seats in the specialty of their choice.
- Parents/relatives/guardians are not permitted at this station. However, use of phone by the candidate is permitted at station B.
- Candidates are advised to shortlist the institution of their choice at this station. The final allotment shall be done at Station C.

8.3 Station C (Seat allotment area):

- Candidates will thereafter move to station C in order of their specialty specific merit position.
- A counseling panel comprising of eminent subject experts shall display the vacant seat position to the candidates and guide and counsel them to arrive at their final decision.
- Candidate at this station has to opt either for a confirmed seat or express his/her willingness to participate in subsequent round of counseling, if any, and an undertaking to this effect shall be furnished by the candidate in writing.

- Candidate opting a confirmed seat has to submit an undertaking in format of **Annexure-B**.
- Candidates opting for a confirmed seat shall be given a seat allotment letter at station C subjected to fulfillment of eligibility criteria.
- If a candidate is employed or under any kind of bond, he/she has to furnish a 'No Objection Certificate and/or Relieving letter' issued by competent authority of concerned University /Employer before the cut off date prescribed to join the DNB course in case he/she decides to opt for a confirmed seat. The seat allotment letter to such candidates will be issued only after a copy of 'No Objection Certificate and/or relieving letter' is submitted to NBE.
- **Use of mobile phone by the candidates is not permitted at station C**. Cooperation of candidates is solicited for not using the mobile phone at station C.
- After verification of his/her details mentioned in the seat allotment letter the candidate can leave the counseling venue.
- Candidate shall leave the Counseling venue thereafter.

9. GENERAL INSTRUCTIONS

- 9.1 Candidates are advised to maintain decorum and sanctity of the process.
- 9.2 Water, Tea/Coffee and refreshments shall be served to the candidates and accompanying guests at the venue.
- 9.3 Counseling is a real time process and candidates are requested to be patient and maintain discipline while the Counseling is in progress.
- 9.4 Candidates are advised to report for the counseling on time and should have sufficient margin after the completion of Counseling for their scheduled departure as the Counseling process is likely to continue till late evening.
- 9.5 Candidates are advised to carefully go through the prescribed guidelines for DNB PDCET Centralized Merit Based Counseling before they report for participation in the Counseling.
- 9.6 Candidates are advised to check the seat position at NBE website before reporting to NBE office for participation in counseling.

10 UNFAIR MEANS:

10.1 IMPERSONATION IN COUNSELING

If it is found during the counseling that candidates appearing in the Counseling have indulged in any kind of impersonation or unfair means, his/her candidature for counseling/admission to DNB course will be cancelled. The matter shall be dealt as per Unfair Means guidelines of NBE. Such candidates will be debarred from taking NBE examinations in future.

10.2 SUBMISSION OF FALSE / FABRICATED DOCUMENTS

If it is found at any stage that documents produced for determination of eligibility for DNB PDCET examination are false/fabricated/forged and/or do not belong to the candidate, his/her candidature for counseling/admission to DNB course will be cancelled and further penal action may be taken. The matter shall be dealt as per Unfair Means guidelines of NBE.

10.3 CANVASSING FOR ALLOTMENT OF SEATS

Canvassing directly or indirectly for the allotment of seats or adjustments thereafter would disqualify the candidate from participation in counseling. The allotment of seats shall strictly be done on the basis of merit list through centralized counseling. Candidates are advised not to canvass or approach or solicit any kind of intervention in this regard.

10.4 MISCONDUCT

Please note that the movement of candidates across the various stations in the conduct of centralized counseling depends upon the number of candidates ahead of you. To ensure smooth and well-coordinated conduct of procedure you are kindly requested to be patient and wait for your turn.

NBE staff, officers and faculty solicits your kind cooperation in maintaining smooth and continuous flow of proceedings.

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Please note that during conduct of counseling there shall be “zero tolerance” for any kind of misconduct. The following acts are illustrative of what constitutes misconduct:

Use of mobile phones at Station C.

- i. Jumping the queue.
- ii. Using indecent language or gestures with any staff, faculty or other candidates.
- iii. Threatening, abusing or canvassing.
- iv. Indulging in arguments or counter arguments at any of the stations.
- v. Any act which intentionally or otherwise poses difficulty in the smooth conduct of counseling.
- vi. Any such act as may be observed by NBE.

10.5 NBE reserves its absolute rights to take actions which may include the following against any candidate or person found indulging in any of above mentioned acts:

- i. Referring the matter of Disciplinary Committee for Counseling of NBE for further action in the matter.
- ii. Referring the matter to the State Medical Council/ Medical Council of India for professional/ethical misconduct.
- iii. Taking up the matter with law enforcing agencies such as local police.
- iv. Evicting such persons from the venue.
- v. Taking up the matter for disciplinary action with the concerned institutions or employing agency for such person.
- vi. Further action as may be deemed appropriate.

A separate Information & Grievance Redressal Desk is available at the candidate waiting area and in case of any grievance etc., the candidates can approach this desk or contact any of the NBE staff/faculty available at respective stations.

11. JOINING OF THE COURSE:

- 11.1 Each candidate shall be given a prescribed time from the date of issuance of the allotment letter to report and join the allotted NBE accredited Medical college/Institution/Hospital.
- 11.2 Joining means deposition of the prescribed DNB Course fee by the candidate at the accredited hospital/institute and resuming his/her duties as a DNB trainee.
- 11.3 Candidate has to begin his/her DNB training within the prescribed time only. Candidate is required to submit his/her joining report to NBE in the prescribed format i.e. Annexure – 'A' (DNB PDCET - January, 2017).
- 11.4 Requests for extension of joining date shall not be entertained ordinarily. NBE reserves its right to grant extension to the candidate for joining DNB course on the merits of the case in exceptional case only.
- 11.5 The allotment made shall be firm and final. Change of Institute/college from one place to another is not permitted under any circumstances. Requests for the same shall not be entertained by the NBE after the allotment of seats.
- 11.6 Annexure 'A' (DNB PDCET - January, 2017) in ORIGINAL has to be furnished by the accredited hospital through speed post along with application for registration within one month of joining DNB training. However, a scanned copy of 'Annexure – A' is to be sent to NBE through email at counseling@natboard.edu.in ***immediately*** after joining DNB training.
- 11.7 DNB PDCET – November, 2016 merit is valid for admission to January, 2017 admission session only. The result shall not be carried forward to next session under any circumstances.
- 11.8 Joining of a candidate to a NBE accredited institute through Centralized Merit Based Counseling is subject to medical fitness of the candidate as assessed/examined by the accredited hospital/institution.

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- 11.9 The medical examination of the candidate shall be done by the Medical Board of the concerned NBE accredited institute. Candidate found fit in the medical examination shall only be allowed to join DNB course.
- 11.10 NBE reserves its rights to take a final decision in the matter of the candidate being found unfit in medical examination and may undertake medical examination of candidate at its sole discretion.
- 11.11 Leave on medical grounds is permissible only for genuine medical reasons and NBE should be informed by the concerned institute/hospital about the same immediately after the candidate proceeds on leave on medical grounds.
- 11.12 Supporting medical documents for taking leaves on medical ground have to be certified by the Head of the Institute/hospital where the candidate is undergoing DNB training and have to be sent to NBE for final approval.
- 11.13 The medical treatment should be taken from the institute/hospital where the candidate is undergoing DNB training. Any deviation from this has to be supported with valid grounds and documentation and shall not be entertained ordinarily.
- 11.14 Admission of a candidate remaining absent from duty/unauthorized leaves after joining DNB course for a period of 7 calendar days shall automatically be treated as cancelled. Unauthorized absence even for a single day shall be viewed seriously.
- 11.15 NBE reserves its absolute rights to take appropriate actions in the cases related to unauthorized absence/leave or absence allegedly on medical grounds.
- 11.16 All disputes pertaining to conduct of COUNSELING by the NBE and allocation of seats in various specialties and colleges/institutions by the NBE shall be within the exclusive jurisdiction of competent courts at Delhi/New Delhi only.

12. FEE GUIDELINES FOR DNB TRAINING:

1. Fee Structure for DNB Training is as follows:

Heads	Charges * (in INR) per year
▪ Academic Fee	50, 000/-
▪ Library fee	10, 000/
▪ Annual Appraisal fee	10, 000/
▪ Accommodation Charges	10, 000/

**Maximum Permissible Limit: Accredited institutions are at liberty to charge fees which is less than indicated under respective category. The fee cannot be higher than these amounts.*

2. General guidelines:

- 2.1. The fees shall be collected annually and has to be paid by the trainee at the start of each academic year.
- 2.2. In the 1st year the fees has to be paid on joining the hospital while the fees for 2nd year has to be paid within 4 weeks of the start of the academic year.
- 2.3. In any circumstances the fees shall be non-refundable to the candidates, if he/she leaves DNB/FNB training after joining the programme.
- 2.4. The fees shall be paid by the candidates only through Demand Draft/ Cheque / electronic transfer and under no circumstances by cash.
- 2.5. The accredited institutions cannot charge any other fees like capitation fees, security deposit, security bond, and caution bond in the form of cash, fixed deposit, bank guarantee, and agreement by any instrument whatsoever.
- 2.6. The institutes concerned cannot charge any fees or an amount in any form, over and above the ceiling amounts prescribed above.

13. QUERY HANDLING:

13.1 ORAL queries would not be entertained by NBE.

13.2 For any queries pertaining to counseling, candidates are requested to communicate to NBE by email at counseling@natboard.edu.in

13.3 Candidates must always mention their specialty, specialty specific merit position, testing ID, name, postal address and telephone/mobile no. in their correspondence to NBE.

13.4 Candidates are advised to carefully go through the guidelines of counseling and NBE website before submitting a query.

14 PROCEDURE FOR REGISTRATION WITH NBE FOR DNB BROAD SPECIALTY (POST DIPLOMA) COURSES:

14.1 Candidates are required to furnish the following documents to NBE within one month of joining DNB training in order to get registered by NBE for DNB course:

- A duly completed application form for January, 2017 admission session.
- A registration fee of Rs. 3000/- (for 2 Years course) is to be deposited through Challan/Pay-in-slip at any of the Indian Bank branches across India. NBE copy of this Challan has to be enclosed with the registration form.
- Annexure – A (DNB PDCET - January, 2017) in this handbook.

14.2 Contact details of candidate as mentioned in registration form shall be treated as final for further correspondence with the candidate.

14.3 Candidates are advised to inform NBE at email ID counseling@natboard.edu.in at the earliest in case of their non-joining/resignation from the DNB course.

14.4 Registration letters can be downloaded from NBE website once the registration process is completed.

15 DISCLAIMER:

- 15.1 The merit list of candidates is purely provisional and subject to the verification of aforementioned documents in original. Any candidate found to have furnished incorrect information/false documents shall be disqualified from the counseling.
- 15.2 If it is found at any stage that a candidate is already pursuing a post graduate medical course and has again opted for a DNB seat through DNB PDCET Centralized Counseling – January, 2017 admission session without resigning from the previous seat, he/she shall forfeit his/her claim for the DNB seat and action as deemed fit by NBE shall be taken. Candidates already pursuing a DNB course are not eligible to appear for the DNB PDCET till such time they have completed the duration of prescribed course.
- 15.3 In an unlikely event of an ineligible candidate getting admission to DNB course, NBE reserves its right to revoke his/her admission from DNB course.

16. NBE LEAVE RULES

1. DNB Trainees are entitled to leave during the course of DNB training as per the Leave Rules prescribed by NBE.
2. A DNB candidate can avail a maximum of 20 days of leave in a year excluding regular duty off/ Gazetted holidays as per Hospital/Institute calendar/policy.
3. **MATERNITY LEAVE:**
 - 3.1. A female candidate is permitted a maternity leave of 90 days once during the duration of entire DNB course.
 - 3.2. The expected date of delivery (EDD) should fall within the duration of maternity leave.
 - 3.3. Extension of maternity leave is permissible only for genuine medical reasons and after prior approval of NBE. The supporting medical documents have to be certified by the Head of the Institute/hospital where the candidate is undergoing DNB training. NBE reserves its rights to take a final decision in such matters.
 - 3.4. The training of the candidate shall be extended accordingly in case of any extension of maternity leave being granted to the candidate.
 - 3.5. Candidate shall be paid stipend during the period of maternity leave. No stipend shall be paid for the period of extension of leave.
4. Male DNB candidates are entitled for paternity leave of maximum of one week during the entire period of DNB training.
5. No kind of study leave is permissible to DNB candidates. However, candidates may be allowed an academic leave as under across the entire duration of training program to attend the conferences/CMEs/Academic programs/Examination purposes.

DNB COURSE	NO. OF ACADEMIC LEAVE
DNB 3 years Course (Broad & Super Specialty)	14 Days
DNB 2 years Course (Post Diploma)	10 Days
DNB Direct 6 years Course	28 days

6. Under normal circumstances leave of one year should not be carried forward to the next year. However, in exceptional cases such as prolonged illness the leave across the DNB training program may be clubbed together with prior approval of NBE.
7. Any other leave which is beyond the above stated leave is not permissible and shall lead to extension/cancellation of DNB course.
8. Any extension of DNB training for more than 2 months beyond the scheduled completion date of training is permissible only under extra-ordinary circumstances with prior approval of NBE. Such extension is neither automatic nor shall be granted as a matter of routine. NBE shall consider such requests on merit provided the seat is not carried over and compromise with training of existing trainees in the Department.
9. Unauthorized absence from DNB training for more than 7 days may lead to cancellation of registration and discontinuation of the DNB training and rejoining shall not be permitted.

10. MEDICAL LEAVE

- 10.1. Leave on medical grounds is permissible only for genuine medical reasons and NBE should be informed by the concerned Institute/hospital about the same immediately after the candidate proceeds on leave on medical grounds.
- 10.2. The supporting medical documents have to be certified by the Head of the Institute/hospital where the candidate is undergoing DNB training and have to be sent to NBE.
- 10.3. The medical treatment should be taken from the Institute/hospital where the candidate is undergoing DNB training. Any deviation from this shall be supported with valid grounds and documentation.
- 10.4. In case of medical treatment being sought from some other Institute/hospital, the medical documents have to be certified by the Head of the Institute/hospital where the candidate is undergoing DNB training.
- 10.5. NBE reserves its rights to verify the authenticity of the documents furnished by the candidate and the Institute/hospital regarding Medical illness of the candidate and to take a final decision in such matters.
- 11(i) Total leave period which can be availed by DNB candidates is $120+28 = 148$ days for 6 years course, $60+14=74$ days for 3 years course and $40+10 = 50$ days for 2 years course. This includes all kinds of eligible leave including academic leave. Maternity/Paternity leave can be availed separately by eligible candidates. Any kind of leave including medical leave exceeding the

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aforementioned limit shall lead to extension of DNB training. It is clarified that prior approval of NBE is necessary for availing any such leave.

11(ii) The eligibility for DNB Final Examination shall be determined strictly in accordance with the criteria prescribed in the respective information bulletin.

Eg:- Candidate joining DNB 2 year course in January 2017 admission session on 15th April, 2017 shall be completing his/her DNB training on 14th April, 2019 under normal circumstances wherein there is no extension of training. If his/her training is extended due to leave on medical grounds or any other reason for 3 months after adjusting eligible leave available in the entire duration of DNB training, the training shall be completing on 14th July, 2019. If as per the Information Bulletin for Final Examination December 2018, the cutoff date for completion of training is 30th June, 2019, such candidate shall not be eligible for December 2018 Final Examination.

ANNEXURE A – DNB PDCET JANUARY 2017

Format of Joining Report to be furnished by all DNB Candidates who have been allotted DNB seats at NBE accredited Medical Colleges/Institutions/Hospitals for DNB training, through DNB PDCET – Centralized Counseling –January, 2017 admission session

NOTE: Ensure that Joining Report MUST be issued on an OFFICIAL LETTERHEAD under signature and stamp of DEAN/ PRINCIPAL/MEDICAL SUPERINTENDENT/ HEAD OF THE INSTITUTION/DIRECTOR ONLY, as per the prescribed format.

Office Dispatch Number:

Date of Issue:

The Executive Director

National Board of Examinations
(Ministry of Health & Family Welfare, Govt. of India)
Ansari Nagar, Mahatma Gandhi Marg (Ring Road)
New Delhi-110029

Sub: Furnishing of Joining Report for DNB (Post Diploma) course.

Sir,

It is certified that Dr. _____ Son/Daughter/Wife of _____ who has appeared in DNB PDCET (November, 2016) conducted by National Board of Examinations vide Testing ID _____ has reported for joining DNB course at our NBE accredited Medical College/Institution/Hospital on _____ (Date of Joining DNB training). He/she has scored _____ rank in DNB PDCET Centralized Counseling for January 2017 admission session as per the seat allotment letter received from NBE.

His/Her original documents have been verified for their genuineness & authenticity. He/She may be registered for DNB (Post Diploma) course in the specialty of _____ w.e.f _____ (Date of Joining DNB Training).

He/she will be doing his/her thesis under guidance of _____ (Name & designation of thesis guide) as per prescribed NBE guidelines for thesis submission.

It is also certified that the candidate will be made to work during the entire DNB (Post Diploma) training as a resident doctor strictly in accordance with the leave guidelines of NBE.

Yours sincerely

Signature _____

Name & Designation _____

STAMP OF
DEAN / PRINCIPAL /
MEDICAL
SUPERINTENDENT / HOI

UNDERTAKING FOR OPTING A CONFIRMED SEAT IN DNB PDCET JANUARY 2017

Before the Officer I/C (Counseling -2017)
National Board of Examinations
Medical Enclave
Ansari Nagar, Ring Road
New Delhi-110 029

Dated: _____

Sir,

I, Dr. _____ Son / Daughter of
_____ R/o (Permanent Address)

_____ do hereby undertake the following:

1. That I am an applicant for admission to DNB PDCET course of National Board of Examination for the admission session January 2017 and opting for a confirmed seat through Merit Based Counseling in _____ at _____.
- 2(a) In the event I do not join the DNB Course or leave the course within six months of joining, I am liable to pay a sum of Rupees 3 Lakh to NBE.
- (b) In the event I leave the DNB course after six months of joining, I am liable to pay Rupees 5 Lakh to NBE as compensation losses incurred due to mid stream departure.
3. I am fully aware and undertake that in case I do not fulfill the criteria as indicated in Para 2 (vide supra), I shall not be eligible to appear in any examination conducted by NBE including NEET PG for a period of 2 years from date of signing of this undertaking.

Signature of candidate :
Name of the candidate :
Specialty Specific Merit :
Testing ID :

ANNEXURE C

[Medical College/University letter head]

Dated: _____

CERTIFICATE

This is to certify that Dr. _____ had joined for Post Diploma course in the specialty of _____ on _____ (Date of joining) and completed his/her two years training on _____ (Date of completion). The duration of training of this Post Diploma course is in compliance with applicable rules governing the same and the diploma qualification has been awarded in compliance with the same thereof.

(Signature and stamp)
Registrar/Dean/Head/Principal
of Medical College/Institute/University

FREQUENTLY ASKED QUESTIONS

Q. What is the eligibility criterion for participation in DNB PDCET counseling?

A. Candidates who have qualified the DNB (Post Diploma) Centralized Entrance Test (DNB PDCET) conducted by NBE on 29th November, 2016 and fulfill the eligibility criteria for admission to DNB Broad Specialty (January, 2017 admission session) at various NBE accredited Institutions in India can participate in the counseling.

Q. How can I get information regarding my queries pertaining to counseling?

A. Please refer to Information Bulletin of DNB PDCET and handbook for Counseling. You can also e-mail your queries at counseling@natboard.edu.in Queries pertaining to information already available on NBE website www.natboard.edu.in may not be entertained.

Q. What are the criteria for tie breaking?

A. The specialty specific merit has been determined by marks obtained by the candidates in DNB PDCET – November 2016 amongst their specialty. In the event of two or more candidates obtaining same marks, the Tiebreaker criteria as mentioned under clause 12.4 of Information Bulletin for DNB PDCET for Admission to Post Graduate DNB (Post Diploma) Courses January 2017 admission session shall be adopted.

Q. Can anyone else attend counseling on my behalf?

A. Candidate has to be present in person on the day of his/her counseling at scheduled time specified in his/her Rank Letter. However, authorized representative on behalf of candidate shall be permitted only after due approval of NBE under exceptional circumstances only at sole discretion of NBE. The authorized representative is required to bring an authority letter issued by the candidate.

Q. Am I eligible for DNB while pursuing any other PG Medical course?

A. Candidate pursuing any other post graduate medical course can join a DNB seat only after he/she resigns from such course. Seat allotment letter to such candidate shall be issued by NBE (within the calendar of admission) only if the candidate has been relieved and discharged from the institution/college/hospital from where he/she is undergoing such post graduate medical course.

Q. What if I miss the first round of counseling?

A. Candidates absent/not participating in the first round of counseling shall not be eligible for participation in subsequent round(s) of counseling.

Q. How can I know the counseling schedule?

A. The schedule of DNB PDCET Centralized counseling is available on NBE website www.natboard.edu.in

Q. Can I leave the counseling venue during the counseling session?

A. No, candidate cannot leave the premises till the completion of his/her counseling.

Q. How can I review the seat availability before my turn comes?

A. The indicative seat matrix for DNB Broad Specialty courses is available on NBE website. Final Seat matrix shall be displayed at the counseling venue and NBE website before counseling. You can review the seats available at your merit position at Station – ‘B’ – the seat availability status area at pre-installed computers.

Q. Will NBE provide TA/DA to the candidates?

A. No, Travel cost to appear in the counseling shall be borne by the candidate only. Candidates are required to make their own arrangement for stay.

Q. What if I am not able to arrive by the scheduled time?

A. Candidate has to be present on the day of his/her counseling to participate in the counseling at scheduled time specified in his/her Rank Letter. NBE shall not be responsible for delay in arrival due to any reason. No claim in this regards will be entertained. NBE reserves its rights to take decisions in cases of late reporting by the candidates.

Q. What if I do not opt for a confirmed seat at counseling?

A. Candidates appearing for counseling can either opt for a confirmed seat or exercise their option for participation in further round(s) of counseling.

Q. Will I be eligible for the further round(s) of counseling if I resign/ do not join the seat opted?

A. No, Candidates opting for a confirmed seat are NOT eligible for participation in subsequent round(s) of counseling irrespective of their joining/non- joining/resignation from the seat already opted for.

Q. How can I download my Rank letter?

A. Rank Letter can be downloaded from NBE website www.natboard.edu.in.

Q. What is the prescribed fee for participation in Counseling?

A. Counseling fee of Rs. 2500/- is to be deposited on the day of your counseling at counseling venue only. Fee can be deposited either through demand draft drawn in favour of National Board of Examination payable at New Delhi **or through Credit / Debit Card.**

Candidates who exercise their option for participation in further round of counseling (opt out) through NBE website are required to remit the counseling fee of Rs. 2500/- through payment gateway provided using a Credit Card or a Debit Card issued by banks in India.

Q. Is it necessary to bring original and photocopy of testimonials to the counseling?

A. Candidates have to bring all the prescribed documents '**IN ORIGINAL**'. In addition, candidates are required to bring self certified copies of the documents. Certified copies have to be submitted to NBE at the time of documents verification.

Q. Can I bring the documents issued in my native language only?

A. No, all the certificates must be in HINDI or ENGLISH. In case, if any, of the certificate(s) is/are in regional language, its Hindi/English version translated copy will be required in original, (self attested by the candidate).

Q. Is it necessary to bring Identification proof?

A. Yes, candidates are required to bring one of the following Govt. issued valid identity in original at the time of appearance for counseling:

- PAN card
- Indian Passport
- Voter ID card
- Driving License
- Aadhaar Card (with photograph)

- MCI/SMC Registration certificate bearing photograph of the candidate
No other ID proof will be accepted

Q. Can I extend my joining date after the seat is taken?

A. Ordinarily requests for extension of joining date shall not be entertained. However, NBE reserves its right to grant extension to the candidate for joining DNB course on the merits of the case.

Q. What if I am employed and wish to attend the counseling?

A. You can attend the counseling and opt for a seat also, however, if a candidate is employed or under any kind of bond, he/she has to furnish a 'No Objection Certificate and/or Relieving letter' issued by competent authority of concerned University /Employer before the cut off date prescribed to join the DNB course in case he/she decides to opt for a confirmed seat. The seat allotment letter to such candidates will be issued only after a copy of 'No Objection Certificate and/or Relieving letter' is submitted to NBE.

Q. Can I change my DNB seat after allotment in counseling?

A. No, change of Institute is not permitted.

Q. Can I participate in counseling of future sessions based on DNB PDCET result of November, 2016?

A. No, the DNB PDCET (November, 2016) result and merit is valid for the current session (January, 2017 admission session) only.

Q. I have done Post Graduate Diploma in Maternal and Child Health (PGDMCH) from IGNOU, New Delhi after MBBS. Am I eligible for DNB Family Medicine secondary seat? Do I need to appear in DNB PDCET?

A. You are exempted from appearing in DNB PDCET. You need to attend the counseling for DNB Family medicine secondary seats on scheduled day and time with following documents in original:

- *Attempt certificate of MBBS qualification (in case of tie of merit position).*
- *MBBS Degree certificate and Marksheets of all the Professional exams*
- .PGDMCH Pass certificate
- Mark sheet of PGDMCH

- *Permanent Registration certificate issued by MCI/State Medical Council for registration of MBBS qualification*
- *Proof of declaration of result of Post Graduate Diploma Medical Qualification on or before 31stDecember, 2016.*
- *Matriculation/High School/Higher Secondary Certificate as a proof of Date of Birth.*
- *SC/ST/PWD/OBC certificate issued by competent authority, if applicable. Caste certificate must be issued by competent authority. The sub-caste should tally with the central Govt. list.*

Merit position shall be determined as per marks of PGDMCH. You can opt for DNB Secondary Seats available on the day of your counseling.

Q. Is there any other PG Diploma qualification from IGNOU, New Delhi eligible for DNB Family Medicine Secondary Seats?

A. MBBS Graduates holding PG Diploma qualification in Geriatric Medicine (PGDGM) from IGNOU, New Delhi can also join DNB Family Medicine Secondary seats opted through Centralized Merit Based Counseling.

Q. I have done Post Graduate Diploma in Health and Hospital Management from IGNOU, New Delhi after MBBS. Am I eligible for DNB Health and Hospital Administration secondary seat? Do I need to appear in DNB PDCET?

A. You are exempted from appearing in DNB PDCET. You need to attend the counseling for DNB Health & Hospital Administration secondary seats on scheduled day and time with following documents in original:

- *Attempt certificate of MBBS qualification (in case of tie of merit position).*
- *MBBS Degree certificate and Marksheets of all the Professional exams*
- *PGDHMM Pass certificate*
- *Mark sheet of PGDHMM*
- *Permanent Registration certificate issued by MCI/State Medical Council for registration of MBBS qualification*
- *Proof of declaration of result of Post Graduate Diploma Medical Qualification on or before 31stDecember, 2016.*
- *Matriculation/High School/Higher Secondary Certificate as a proof of Date of Birth.*
- *SC/ST/PWD/OBC certificate issued by competent authority, if applicable. Caste certificate must be issued by competent authority. The sub-caste should tally with the central Govt. list.*

Merit position shall be determined as per marks of PGDHMM. You can opt for DNB Secondary Seats available on the day of your counseling.

Q. How can I resign from the DNB seat opted, if at all I wish to?

A. You need to forward your resignation through proper channel to NBE.

Q. What if I resign from the seat opted in the counseling. Will I be eligible for future DNB PDCET?

A. Candidate opting a confirmed seat has to submit an undertaking in format of **Annexure-B..**

Q. Is registration for the DNB Course mandatory?

A. Yes, all candidates who have joined DNB training are required to get registered with NBE for DNB course. A registration number is issued on receipt of application for registration and fulfillment of eligibility criteria for registration.

Q. How can I apply for registration with NBE after opting a seat through counseling?

A. You are required to furnish following documents to NBE within one month of joining DNB training in order to get registered by NBE for DNB course:

- A duly completed application form for January, 2017 admission session.
- A registration fee of Rs 3000/- (for 2 Years course) is to be deposited through Challan/Pay-in-slip at any of the Indian Bank branches across India. NBE copy of this Challan has to be enclosed with the registration form.
- Annexure – A (DNB PDCET - January, 2017)

* * * * *

FLOW CHART DNB PDCET CENTRALIZED COUNSELING JANUARY 2017 ADMISSION SESSION

