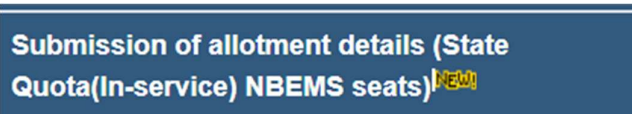




Outline for submission of Joining and Self-Appraisal to be submitted by Trainees and Institutes

I. Submission of Allotment details by the hospital (applicable for those trainees who have been allotted with NBEMS seats through in-service Quota counseling conducted by their State Govt./Railways/PSUs/ESIC authorities):

- Login at OPJR <https://cns.natboard.edu.in/CandRv1/seatMatrix/index>
- Choose “Submission Allotment details (State Quota (in-service) NBEMS seats”



- Enter NEET-PG 2024 Roll Number at the designation area to check the trainee details:

Submission of Allotment details of the candidates allotted to your hospital/institute for NBEMS seats (reserved for state quota(in-service) seats through State Quota counseling conducted by State Govt. authorities.

- Fill the details as per the requirement in the form:

Entry of the Candidate Name: Test Diploma Candidate

Admission Session: 2023	Candidate's Roll Number: 237777777
Merit Position:	Candidate's Name: Test Diploma Candidate
Allotted Hospital/Institute's Name: Institute Name 1 for Testing Purpose, Test Nagar, Test State Test State	Select Specialty Group/Course: Select Group/Course
Enter Seat Category Quota Allotted to this candidate:	Select Allotted Specialty Name: Select Allotted Specialty Name
Round of counselling:	Counselling conducted by(Authority name):
Date of counseling conducted (DD.MM.YYYY)	Scheduled date of joining (DD.MM.YYYY)

I certify that all the details mentioned and entered here are correct.

- The hospital is required to follow the help comment which will be shown on selecting the field. **Note: The hospital need to enter the scheduled date of joining as the actual date of joining (after relieving from parent organization)** .
- The allotment details will be submitted, if the said hospital/institution has a valid accredited in-service quota seats.



- After successful submission of allotment detail an acknowledgement email will be sent to the trainee and the trainee has to follow the steps II & IV for completion of joining and self-appraisal as per the normal trainees.

II. Steps involved for completion of Joining by trainee:

- The trainee has to ensure that the joining formalities has been completed by him/her at OPJR through the link **“Reporting/Joining”** which is available after Login at OPJR (<https://cns.natboard.edu.in/CandRv1/candLogin/index>).

Reporting/Joining 

- After Completion of joining formalities, the trainee is required to approach to their NBEMS Programme Coordinator/HOI to complete his/her joining at OPJR by uploading the Annexure-A (Joining Report)*.

III. Steps involved for submission of Joining Status by the hospital:

- After completion of Joining formalities by the trainee, the hospital is required to submit the joining status which includes verification of original documents in terms of eligibility for joining NBEMS course, entering actual date of joining & upload of Annexure-A (Joining Report)* of the trainee at OPJR through the link **“Submission of Joining Status”** which is available after Login at OPJR (<https://cns.natboard.edu.in/CandRv1/seatMatrix/index>).

Submission of Joining Status 

- After completion of joining status by the hospital, the hospital should ask the trainee to submit the self-appraisal for further provisional registration with NBEMS.

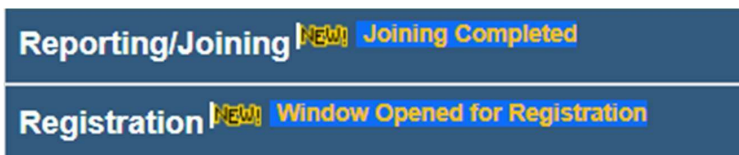
*** Annexure-A (Joining Report) shall be auto generated at the time of entering the date of joining at OPJR by the hospital. The Hospital/Institute has to enter the actual date of joining of the trainee at OPJR to generate the Annexure-A correctly. For in-service state quota trainees, if the trainee already employed in the Govt. organisation, the date of joining for NBEMS training shall be the actual date of joining after relieving from the parent organization. The institute/hospital shall NOT allow any extension in date of joining of the training.**

IV. Steps involved for submission of self-appraisal form by the trainee:

- Confirm with your institute that your joining status is updated at OPJR. If your joining is not updated, please ask your training institute to update the same.
- Login at OPJR (<https://cns.natboard.edu.in/CandRv1/candLogin/index>)



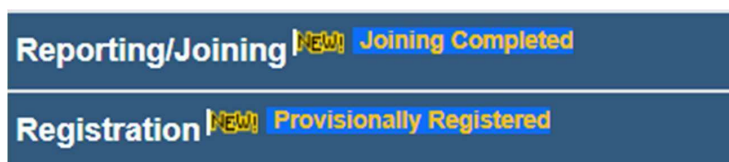
- Select “Registration” under quick access links on the left panel of OPJR



- Complete all the steps as asked in the Self-Appraisal form:
 - Undertaking for Last Employment Details
 - Self-Appraisal by trainee
 - Declaration by trainee
 - Payment of Registration Fee
 - Final Submission of Self-Appraisal
- After successful submission of Self-appraisal form by trainee, the trainee will receive a system generated acknowledgement email.
- The trainee need to approach the NBEMS programme coordinator/HOI of the hospital to verification/review the Self-Appraisal for grant of provisional registration.
- Status of trainee after successful submission of Self-appraisal form shall be reflected under Registration tab as “Self-Appraisal for Registration Completed”



- Status of trainee after successful review of Self-Appraisal form by the hospital shall be reflected under Registration tab as “Provisionally Registered”



V. Steps involved for verification of self-appraisal form by the Hospital:

- Login at OPJR <https://cns.natboard.edu.in/CandRv1/seatMatrix/index>
- Select “Eligibility for Registration”



Submission of Joining Status^{NEW}

Eligibility for Registration^{NEW}

- Select “Course Group” and “Admission Session”

Eligibility of the Candidate for registration as NBEMS trainee	
Please Select Specialty Group to view/submit the Candidate's registration	<input type="text" value="DNB Post MBBS"/>
Please Select Admission Session to view/submit the Candidate's for Registration	<input type="text" value="Select Session"/> <input type="text" value="Select Session"/>

- Select name of trainee from the list of trainees and click on “Submit Registration Status” for verification of self-appraisal form for registration of the selected trainee

Submit Registration Status

- Re-verification and capture of Live photograph of the trainee (if not captured earlier), which shall be printed on the Provisional Registration Letter.
- Complete all the steps as asked in the Self-Appraisal form:
 - Verification of Last Employment details
 - Review of Self-Appraisal Form submitted by trainee
 - Verification of Registration Fee
 - Thesis Guide Allocation as per the available of faculty (if applicable to course). Please note that only eligible faculty can be allocated as thesis guide for the selected trainee.
 - Declaration by the Hospital/Institute
 - Final Submission
- After successful review of Self-Appraisal by the training institute, *Letter of Provisional Registration* of trainee as NBEMS trainee shall be available for download and shall also be emailed to both the trainee and institution.
