NOTICE

SUBJECT - Vacant Seats - DNB (Super Specialties): Admission regarding

The vacant seats accruing during the admission process for DNB (Super Specialties) can be filled up by the accredited institutions as per the selection process and guidelines prescribed below by the National Board of Examinations -

1. The candidates who have qualified CET DNB (Super Specialties) will be offered admission on priority as per the admission process contained in the Information Bulletin for DNB CET (Super Specialties).
2. For the remaining vacancies arising after filling the seats as per para-1 above, the admission process can be initiated by the accredited institutions and the same has to be completed by the 7th March 2008, under intimation to NBE.

The detailed guidelines to be followed for admission to Vacant Seats in DNB (Super specialties) is enclosed as hereunder.

THIS ISSUES WITH PRIOR APPROVAL OF THE COMPETENT AUTHORITY OF NATIONAL BOARD OF EXAMINATIONS AND IS APPLICABLE TO THE DNB SUPER SPECIALTY PROGRAM FOR THE SESSION 2008 ONLY.
Guidelines for Admission to DNB Programme (Superspecialties)

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 schedule defined by the Board.

(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).

(d) 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.

(e) 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.

(f) The Institute concerned shall evolve objective skills for assessing the aptitude of candidates (the draft scale for assessment of skills is proposed along with).

(g) 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) There shall not be any kind of special weightage to be given to any kind of candidate on any kind of ground.

(i) All candidates shall be treated alike and on equal grounds.
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 along with 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 - 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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Candidate</th>
<th>Educational Qualification</th>
<th>Contact Number like Telephone No., Fax, e-mail, Mobile No.</th>
<th>Date of submission of Application Form</th>
</tr>
</thead>
<tbody>
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</table>

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Name of the Institution where working</th>
<th>Contact Details</th>
<th>Educational Qualification</th>
</tr>
</thead>
<tbody>
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</table>

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) are appearing in the said aptitude test. I further certify that none of the candidates is a 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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Candidate</th>
<th>Educational Qualification</th>
<th>Contact Number like</th>
<th>Date of submission</th>
<th>Marks Obtained</th>
</tr>
</thead>
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</table>
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.

(Medical Superintendent/ Director ___Hospital)

Annexure 7
Annexure 8

(This undertaking is to be submitted on Rs.ten non-judicial stamp paper, duly notarized)

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/fees other than prescribed by National Board of Examinations in any format or any such article/instrument from the candidates towards joining the DNB programme.

(iii) I undertake that, if this institute/hospital is found not adhering to any of the guidelines of National Board of Examinations, the accreditation of the institute/hospital will be deemed to stand cancelled forthwith.

(iv) That the selection of DNB trainees has been done as per the guidelines prescribed by the National Board of Examinations.

(v) 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.

(vi) That the original degree and supporting documents for credentials have been verified in respect of candidates.

(vii) 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.

(viii) 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.

(ix) I undertake that this institution is abiding by the guidelines of the Board for payment of stipend to DNB trainee resident doctors; fees guidelines issued by the Board and will ensure strict compliance of the same for all DNB trainee resident doctors.

Verified and Certified for above.
Annexure 9

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Knowledge about Clinical Procedures, Surgical Skills, aptitude, Commonly Practiced Protocols in the concerned specialty.</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>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?</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>Assessment of candidate for aptitude, commonly practiced protocols, knowledge of applied basic sciences, applied specialty to the subject</td>
<td>3</td>
</tr>
<tr>
<td>B.</td>
<td>Experience and Academic Achievement, publications and conference attended</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Experience in the concerned specialty</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Academic achievement/publications and conference attended</td>
<td>1</td>
</tr>
</tbody>
</table>

Grand Total 10