		(Ministry of Health & Far	OF EXAMINATIONS nily Welfare, Govt. of India) IARG, (RING ROAD), NEW DELHI - 1	10 029
		ABLE APPLICA	,,,	Application Form No.
		tion as DNB Tra		
	•	on within one month of their		
Subject:				
Institute:				
1. Name (CAPI	TAL LETTERS) (Leave a l	plank space between each p	part of the name)	
2. Father's/Hus	band's Name (CAPITAL	LETTERS) (Leave a blank :	space between each part of the name)	
3.a) MCI/SMC	Reg. No.	3.b) Date of Regn.	3.c) State	
			Y Y Y Y	
4. Sex	5. Date	of Birth	6. Category	7. Colour Photograph
Male	Female		General SC	
	D D		Y ST OBC	a recent passport size photograph
8. Date of Join	ing with Institution as a	to		as per "INSTRUCTIONS FOR PHOTOGRAPHS" on the inner
				side of back cover of the Prospectus.
	P.G. Diploma w.e.f from			2. The photograph should NOT exceed this box.
		to		3. The photograph to be affixed here should be attested.
	M Y Y Y Y		MYYYY	4. If the photograph is not clear, the application will be rejected.
10. Address (C	orrespondence Addres	is)	11. Detail of Registration Fee	
Name :			Rupees :	
Address:				
			DD No.:	
	City		DD Date:	
	City :			Y Y Y
State :	· · · · · · · · · · · · · · · · · · ·		Bank Name:	poital name and the appoint to
	Pin Code :		Details of the candidates name, hose which required to be mentioned on the second seco	spital name and the speciality for the reverse of draft.
12. Mobile Num	ber	13. E-mail ID (Wr	ite in CAPITAL LETTERS & clear ma	anner)
		DECLARATION	& CERTIFICATION	
-	clare and certify that: the general instructions	and the rules and regula	ations of NBE in Bulletin of Informa	tion and shall abide by them
			te to the best of my knowledge and	
			ly attested by a Gazetted Officer of	
	-	-	e found to be false or any of the do ed as a DNB Trainee/Candidate for	-
		BE can be taken against		Programme of any other
e) I understand	d that I am eligible as pe	er instructions given in Bu	llettin of Information, however, NBE	-
tinal eligibili	ty INBE further reserves	the right to cancel the ca	Indidature if ineligibility found at any	y stage.
	FOR OFFICE	USE ONLY		
	NED BY THE CANDIDATE	UP APPLICATION FORM I FOR FUTURE USE.		
Date:			Signat	ure of the Candidate
Dale.			Signatu	

14. Details of Examination Passed (Attested copies of Certificates to be attached.)

Examination	Subject	Medical College	University	State	Month/Year	No. of attempts
MBBS						
CET - NBE/ Primary						
NBE Final						
PG Diploma						
MD/MS						
DM/MCh						
Others						

15. Topic of thesis (protocol is to be submitted within 3 months of joining the Institution)

Signature of Candidate

Signature of Head of Department (With Department Seal)

Counter signed by the Head of Institution (With Institution Seal)

Checklist of attested photocopies of certificates & enclosures attached : (Please tick)

- 1. MBBS Degree Certificate
- 2. CET NBE / Primary Passed Certificate.
- 3. P.G. Diploma Pass Certificate.
- 4. MCI/SMC Registration Certificate
- 5. Certificate of training to be undergone in the required format.
- 6. Registration fee (DD Rs. 500/- in favour of National Board of Examination, New Delhi)
- 7. MD/MS/DNB Certificate
- 8. CET Super Specialities Pass Certificate
- 9. Annexures I-12

DNB Trainee's Registration – Check List

Name of Institution	:		
Address	:		
Specialty	:		
No. of Seats	:	A	Accredited upto
Name of Trainee	:		
Trainee's Address	:		
Contact Nos.	:	Мо	bile No
Email id	:		
Specialty	:		(Primary / Secondary / Post Doctoral)
Date of Joining	:	Session	Duration of training: 3 yrs / 2 yrs
Regn. Fees DD No.	:	Date	Bank

Sr. No.	Details of Registration Documents		ether ched	Signature of the Head of Institution
NO.		Yes	No	Head of institution
1	Application form duly filled, signed by HOD and HOI with seal.			
2	Training Certificate in Format No.1/2/3/4/5/6/7/8/9			
3	Demand Draft of Rs. 500/-(Registration fees)			
4	Attested Copy of MBBS Degree			
5	Attested Copy of MCI / SMC Registration Certificate			
6	Attested Copy of Valid CET Certificate			
7	Attested Copy of PG Diploma Certificate			
8	Attested Copy of PG Degree(MD/MS/DNB)Certificate			
9	Annexure (1-9)			
10	Annexure 10 (Attested copy of Accreditation letter)			
11	Annexure-11(Attested copy of MCI's recognition letter (for Medical Colleges)			
12	Annexure-12 - Certificate with details of Faculty (for Medical Colleges)			
13	Any other document			

It is certified that I have personally verified all the above documents. I understand that in case of any inaccuracy / deficiency detected by NBE, the registration of the above candidate will be cancelled / withdrawn with no Legal liability on the part of the National Board of Examinations.

Signature of DNB Trainee Date :

Signature of the Head of Institution (with seal)

Certificate to be issued by NBE Accredited Institutions enrolling CET-NBE passed DNB Primary trainees

This certificate must be issued on the official letter head of the Accredited Institutions only. Incorrect / Incomplete information may lead to rejection of registration

FORMAT NO. 1

(Certificate in respect of CET-NBE passed Primary trainees, in Broad Specialties / Integrated Super Specialities)

- 1. Certified that the department of ______ of this NBE Accredited Institution is recognized by the National Board of Examinations, for training of CET-NBE passed DNB primary trainees, vide its letter No. ______ dated_____for ____ number of seats each year and valid up to ______(month & year).
- Also certified that Dr. ______ has been selected as a DNB trainee for the ______session and will undergo training in DNB (______) for a period of 3/6* years w.e.f. _____(day)_____ (month) _____(year).
- 3. He / She has passed the CET-NBE examination in _____(Month & year)
- 4. He / She will be writing his / her Thesis under Dr. ______who is a Senior Post Graduate Faculty of this Institution.
- 5. Dr. ______will be maintaining a log book.
- 6. He / She will be completing his / her training on _____(day)_____ (month) _____(year).

* 6 Years for Integrated Super Specialty courses in Neuro Surgery, Paediatric Surgery & Plastic Surgery.

SIGNATURE OF THE HEAD OF THE DEPARTMENT (With seal and date)

Certificate to be issued by NBE Accredited Institutions enrolling DNB Secondary trainees

This certificate must be issued on the official letter head of the Accredited Institutions only. Incorrect / Incomplete information may lead to rejection of registration

FORMAT NO. 2

(Certificate in respect of Post Graduate Diploma passed Secondary trainees, in Broad Specialties)

- 1. Certified that the department of ______ of this NBE Accredited Institution is recognized by the National Board of Examinations for training of Post Graduate Diploma passed DNB secondary trainees vide its letter No. ______ dated_____ for _____ number of seats each year and valid up to ______(month & year).
- 2. Also certified that Dr. _____has been selected as a DNB trainee for the ______session and will undergo training in DNB (______) for a period of 2 years w.e.f. _____(day)_____ (month) _____(year).
- He / She has also been appointed as a Registrar / Sr. Resident / Tutor on a paid teaching post in the specialty of ______ after passing MCI recognized Post Graduate Diploma of 2 years in the same specialty.
- 4. He / She will be writing his / her Thesis under Dr. ______who is a Senior Post Graduate Faculty of this Institution.
- 5. Dr. ______will be maintaining a log book.
- 6. He / She will be completing his / her training on _____(day)_____ (month) _____(year).
- 7. This hospital / institution has selected Dr. ______ as the CET passed Primary candidate to whom the above mentioned Post Graduate Diploma passed Secondary trainee will impart training during the first year.

SIGNATURE OF THE HEAD OF THE DEPARTMENT (With seal and date)

Certificate to be issued by NBE Accredited Institutions enrolling DNB Super Specialty trainees

This certificate must be issued on the official letter head of the Accredited Institutions only. Incorrect / Incorrect / Incomplete information may lead to rejection of registration

FORMAT NO. 3

(Certificate in respect of Post Graduate Degree passed DNB trainees, in Super Specialties)

- 1. Certified that the department of ______ of this NBE Accredited Institution is recognized by the National Board of Examinations for training of Post Graduate passed DNB Super Specialty trainees vide its letter No. _____ dated____ for ____ number of seats each year and valid up to ______(month & year).
- Also certified that Dr. _____ has been selected as a DNB trainee for the ______session and will undergo training in DNB (______) for a period of 3 years w.e.f. _____(day)_____ (month) _____(year).
- He / She has qualified the MCI / NBE recognized 3 year Post Graduate Degree course of MD / MS / DNB in ______ and is eligible for admission to the DNB Super Specialty course of ______.
- 4. He / She has also qualified the Board's CET (SS) in _____ (year)
- 5. He / She will be writing his / her Thesis under Dr. ______who is a Senior Post Doctoral Faculty of this Institution.
- 6. Dr. ______will be maintaining a log book.
- 7. He / She will be completing his / her training on _____(day)_____ (month) _____(year).

SIGNATURE OF THE HEAD OF THE DEPARTMENT (With seal and date)

Certificate to be issued by the Medical College enrolling DNB Primary trainees under 1 : 1 Teacher Trainee ratio clause

This certificate must be issued on the official letter head of the Medical College only. Incorrect / Incomplete information may lead to rejection of registration

FORMAT NO. 4

(Certificate in respect of CET-NBE passed Primary trainees, in Broad Specialties)

- 1. Certified that the department of ______ of this Medical College is recognized by the Medical Council of India for training of MD / MS candidates vide its letter No. _____ dated_____ for ____ number of seats each year and valid up to _____(month & year).
- 2. Also certified that Dr. ______ has been selected as a DNB trainee for the _______session and will undergo training in DNB (______) for a period of 3 years w.e.f._____(day)_____ (month) _____(year).
- 3. He / She has passed the CET-NBE examination in _____(Month & year)
- 4. He / She will be writing his / her Thesis under Dr. ______who is a MCI approved Post Graduate teacher.
- 5. The department of _______of this Medical College is maintaining the requisite Teacher Trainee ratio of 1:1 (i.e. the above Teacher has taken only One Post Graduate trainee for the Board's examination and that no other MD / MS / DNB candidate of the College has been registered under the above Teacher during the current academic year).
- 6. Dr. ______will be maintaining a log book.
- 7. He / She will be completing his / her training on _____(day)_____ (month) _____(year).

SIGNATURE OF THE HEAD OF THE DEPARTMENT (With seal and date)

Certificate to be issued by the Medical College enrolling DNB Secondary trainees under 1 : 1 Teacher Trainee ratio clause

This certificate must be issued on the official letter head of the Medical College only. Incorrect / Incomplete information may lead to rejection of registration

FORMAT NO. 5

(Certificate in respect of Post Graduate Diploma passed Secondary trainees, in Broad Specialties)

- 1. Certified that the department of ______ of this Medical College is recognized by the Medical Council of India for training of MD / MS candidates vide its letter No. ______ dated_____ for ____ number of seats each year and valid up to ______ (month & year).
- 2. Also certified that Dr. _____has been selected as a DNB trainee for the ______session and will undergo training in DNB (______) for a period of 2 years w.e.f. _____(day)_____ (month) _____(year).
- He / She has also been appointed as a Registrar / Sr. Resident / Tutor on a paid teaching post in the specialty of ______ after passing MCI recognized Post Graduate Diploma of 2 years in the same specialty.
- 4. Dr._____will be working with full clinical responsibilities as that of 2nd and 3rd year Resident, for the first year DNB trainees of the specialty.
- 5. He / She will be writing his / her Thesis under Dr. ______who is a MCI approved Post Graduate teacher.
- 6. The department of ______ of this Medical College is maintaining the requisite Teacher Trainee ratio of 1:1 (i.e. the above Teacher has taken only One Post Graduate trainee for the Board's examination and that no other MD / MS / DNB candidate of the College has been registered under the above Teacher during the current academic year).
- 7. This hospital / institution has selected Dr. ______ as the CET passed Primary candidate to whom the above mentioned Post Graduate Diploma passed Secondary trainee will impart training during the first year.
- 8. Dr. ______will be maintaining a log book.
- 9. He / She will be completing his / her training on _____(day)_____ (month) _____(year).

SIGNATURE OF THE HEAD OF THE DEPARTMENT (With seal and date)

Certificate to be issued by the Medical College enrolling DNB Super Specialty trainees under 1 : 1 Teacher Trainee ratio clause

This certificate must be issued on the official letter head of the Medical College only. Incorrect / Incomplete information may lead to rejection of registration

FORMAT NO. 6

(Certificate in respect of Post Graduate Degree passed DNB trainees, in Super Specialties)

- 1. Certified that the department of ______ of this Medical College is recognized by the Medical Council of India for training of DM / MCh candidates vide its letter No. _____ dated_____ for ___ number of seats each year and valid up to _____(month & year).
- He / She has qualified the MCI / NBE recognized 3 year Post Graduate Degree course of MD / MS / DNB in ______ and is eligible for admission to the DNB Super Specialty course of ______

4. He / She has also qualified the Board's CET (SS) in _____ (year)

- 5. He / She will be writing his / her Thesis under Dr. ______who is a MCI approved Post Doctoral teacher.
- 6. The department of ______ of this Medical College is maintaining the requisite Teacher Trainee ratio of 1:1 (i.e. the above Teacher has taken only One Post Doctoral trainee for the Board's examination and that no other DM / MCh / DNB candidate of the College has been registered under the above Teacher during the current academic year).
- 7. Dr. ______will be maintaining a log book.
- 8. He / She will be completing his / her training on _____(day)_____ (month) _____(year).

SIGNATURE OF THE HEAD OF THE DEPARTMENT (With seal and date)

Certificate to be issued by NBE Accredited Institutions enrolling Post Doctoral Fellowship Trainees

This certificate must be issued on the official letter head of the Accredited Institutions only. Incorrect / Incorrect / Incomplete information may lead to rejection of registration

FORMAT NO. 7

(Certificate in respect of Post Doctoral Fellowship trainees)

- 1. Certified that the department of ______ of this NBE Accredited Institution is recognized by the National Board of Examinations for training of NBE Fellowship Entrance Exam passed Post Doctoral Fellowship trainees vide its letter No. _____ dated_____ for ___ number of seats each year and valid up to ______ (month & year).
- 2. Also certified that Dr. _____ has been nominated for training in Post Doctoral Fellowship of ______ (subject) by the Board for the 2008 2009 session.
- He / She has qualified the MCI / NBE recognized 3 year Post Graduate / Post Doctoral course of MD / MS / DNB / DM / Mch / in ______ and is eligible for admission to the Post Doctoral Fellowship in ______.
- 4. He / She has also qualified the Board's Fellowship Entrance Exam (FEE) for admission to ______ (subject) in ______ (year of exam).
- 5. Dr. ______will undergo training in PDF in ______ (subject) for a period of 2 years w.e.f. _____ (day) ______ (month) _____ (year).
- 6. He / She will be completing his / her training on _____ (day)____ (month) ____(year).
- 7. Dr. ______will be maintaining a log book.

SIGNATURE OF THE HEAD OF THE DEPARTMENT (With seal and date)

Certificate to be issued by NBE Accredited Institutions enrolling DNB in Family Medicine

This certificate must be issued on the official letter head of the Accredited Institutions only. Incorrect / Incomplete information may lead to rejection of registration

FORMAT NO. 8

(Certificate in respect of DNB (Family Medicine) trainee

- 1. Certified that the Department of Family Medicine of this NBE Accredited Institution is recognized by the National Board of Examinations, for training of DNB (Family Medicine) trainees, vide its letter No. _____ dated_____ for ____ number of seats each year and valid up to ______ (month & year).
- Also certified that Dr. ______ has been selected as a DNB trainee for the ______session and will undergo training in DNB (Family Medicine) for a period of 3 years w.e.f._____(day)_____ (month) _____(year).
- 3. He / She will be undergoing training as per the curriculum given by the National Board of Examinations.
- 4. He / She will be writing his / her Thesis under Dr. ______who is a Senior Post Graduate Faculty of this Institution.
- 5. Dr. ______will be maintaining a log book.
- 6. He / She will be completing his / her training on _____(day)_____ (month) _____(year).

SIGNATURE OF THE HEAD OF THE DEPARTMENT (With seal and date)

Certificate to be issued by NBE Accredited Institutions enrolling DNB in Rural Surgery

This certificate must be issued on the official letter head of the Accredited Institutions only. Incorrect / Incomplete information may lead to rejection of registration

FORMAT No. 9

(Certificate in respect of DNB (Rural Surgery) trainee

- Certified that the Department of Rural Surgery of this NBE Accredited Institution is recognized by the National Board of Examinations, for training of DNB (Rural Surgery) trainees, vide its letter No. ______ dated_____ for ___ number of seats each year and valid up to ______(month & year).
- Also certified that Dr. ______ has been selected as a DNB trainee for the ______session and will undergo training in DNB (Rural Surgery) for a period of 3 years w.e.f. _____(day)_____ (month) _____(year).
- 3. He / She will be writing his / her Thesis under Dr. ______who is a Senior Post Graduate Faculty of this Institution.
- 4. Dr. ______will be maintaining a log book.
- 5. He / She will be completing his / her training on _____(day)_____ (month) _____(year).

SIGNATURE OF THE HEAD OF THE DEPARTMENT (With seal and date)

Details 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

Format for furnishing details of all applicants

S.No.	Speciality	Name of all applicants	Educational Qualification	Contact Number like Telephone No., Fax, e-mail, Mobile No.	

Annexure 3

Details of methodology for selection process (Speciality wise)

- (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

Composition of Selection Committee

S.No.	Speciality	Name Selection Committee members	of	Designation	Name of the Institution where working	Contact Details	Educational Qualification

Individual declaration by Selection Committee members (Speciality wise)

l,	(Name), working	as	(Designation),	
(Hospital/Medical	College) worked will be	conducting the	Aptitude Assessmen	t Test for selection of	DNB
candidates in the	specialty of	for	(sess	ion 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

Format for furnishing information of scoring in Aptitude Assessment

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

(Medical Superintendent/ Director ____Hospital)

Scale for Assessment of Aptitude of candidate

Name of Candidate _____

Specialty_____

S. No.	Item					
Α.	Knowledge about Clinical Procedures, Surgical Skills, aptitude, Commonly Practiced Protocols in the concerned specialty.					
1.	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?	5				
(a)	Not Aware –0 Marks					
(b)	Somewhat Aware – 2 Marks					
(C)	Aware to a reasonable extent – 3 Marks					
(d)	Possesses sound knowledge – 5 Marks					
2.	Assessment of candidate for aptitude, commonly practiced protocols, knowledge of applied basic sciences, applied broad specialty to the subject.	5				
(a)	Aptitude & Knowledge – Nil					
(b)	Aptitude & Knowledge – Reasonable 2 Marks					
(C)	Aptitude & Knowledge – Above Average 3 Marks					
(d)	Sound Knowledge & Definitive Aptitude – 5 Marks					
В.	Experience and Academic Achievement, publication and conference attended.		10			
1.	Experience in the concerned specialty	5				
(a)	Does not possess any experience – 0 Marks					
(b)	Possess some experience in the concerned specialty/allied specialty (has observed procedures/skills), experience less than a year – 2 Marks					
(c)	Possess experience in the concerned specialty (has assisted procedures in the specialty), experience 1-2 years - 3 Marks					
(d)	Definitive experience (independently carried on procedures), possesses at least 2 years of valid experience in the specialty/allied specialty – 5 Marks					
2.	Academic achievement/publications and conference attended	5				
(a)	Does not possess any Academic Aptitude – 0 Marks					
(b)	Possess Academic Aptitude – 2 Marks (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 – 3 Marks					
(d)	Sound Academic Aptitude - Attended at least 3 CME/Conference in the specialty – 5 Marks					
	TOTAL MARKS (A+B)	2	20			
	Marks obtained (out of 20)					
	Rank in Merit List					

Signature of the Head of the Institution

Signature of the Head of the Selection committee

Offer letter issued to the selected Candidate along with detailed terms and conditions of the Training

- 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 9

Declaration Form of the Head of Institution

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

l,	working as _	 (Head of Institute)	of	 Hospital
hereby certify that:				

- (i) The information enclosed along with as contained in Annexures 1 to 9 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 Certificates and Documents submitted by the trainee(s) have been verified from their original degrees and supporting documents and have found to be authentic.
- (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.

(DR ____) MS/ Director --- Hospital

Accreditation Letter (Speciality wise) (for NBE Accredited Institutions)

Kindly annex a copy of the 'Adherence letter to the Accreditation' submitted by your hospital, to the Board.

Annexure 11

Recognition Letter issued by MCI

(for MCI recognized Institutions who enroll DNB trainees under 1 : 1 ratio clause)

Kindly annex an attested copy of the Recognition Letter issued by the Medical Council of India indicating the Department recognized, Duration of the recognition and No. of seats allotted per year.

Annexure 12

Details of PG Faculty

(for MCI recognized Institutions who enroll DNB trainees under 1 : 1 ratio clause)

• Kindly annex a certificate issued under the Letter-head of the Medical College / Institute and signed by the Head of the Institution to the effect that,

"the number of trainees enrolled in the current academic year, does not exceed the number of surplus teachers in the department".

• Details on each of the following may also be furnished in the certificate:-

S.No.	Speciality	No. of MD / MS / DM / M.Ch seats allotted by MCI for the specialty;	Names, Qualifications & Contact details of PG Teachers currently working in the specialty;	No. of MD / MS / DM / M.Ch trainees enrolled during the last Academic session;	No. of MD / MS / DM / M.Ch trainees enrolled for the current Academic session;	Name(s) of surplus teachers available for DNB training;	Name(s) of DNB trainees enrolled during the last Academic session;	Name(s) of DNB trainees enrolled for the current Academic session;