

## **GUIDELINES FOR FEE CENTRALIZED COUNSELING** **2012 ADMISSION SESSION**

### **ELIGIBILITY FOR COUNSELLING:**

Candidates who have qualified the Fellowship Entrance Examination (FEE) conducted by NBE in January 2012 are eligible for admission to Fellowship programme in 2012 admission session at various NBE accredited Medical Colleges/Institutions/Hospitals in India.

Such Fellowship Entrance Examination (FEE) - 2012 qualified candidates who have already joined a Fellowship programme based on FEE pass result of any previous session are eligible to participate in FEE CENTRALIZED COUNSELING-2012 only if they resign from their current Fellowship seat before their counselling.

At any stage if ineligibility is detected, NBE reserves its rights to withdraw admission to FNB programme and to debar the candidate from taking any further examinations of NBE.

### **PARTICIPATION IN COUNSELLING:**

Candidates who have qualified the Fellowship Entrance Examination 2012 and are desirous of participating in merit based FEE Centralized counseling-2012 are required to refer NBE website [www.natboard.edu.in](http://www.natboard.edu.in) for details of counseling schedule to be notified in due course.

Merit list of eligible candidates shall be notified shortly. Eligible candidates will be able to download their Rank letter for participation in counseling only after publication of merit list and notification of schedule of counselling.

### **AVAILABILITY OF FNB SEATS:**

The number of seats for allotment, as confirmed by NBE accredited Medical colleges/Institutions/Hospitals shall be made available on NBE website prior to counseling. Final Seat matrix shall be displayed at the counseling venue.

### **SCHEDULE OF COUNSELLING:**

The schedule of FEE CENTRALIZED COUNSELING – 2012 shall be displayed at the notice board of National Board of Examinations, Ansari Nagar, New Delhi & NBE web site [www.natboard.edu.in](http://www.natboard.edu.in) in due course.

### **VENUE OF COUNSELLING:**

NBE FEE Merit Based Centralized Counselling 2012 will be held in New Delhi only, at National Board of Examinations office, PSP Area, Sector – 9, Dwarka (Landmark: Opp. District Court, Delhi) as per prescribed schedule. Candidates are required to make their own arrangement for stay. No TA/DA shall be given by NBE to attend the counselling.

**ALLOTMENT OF SEATS BY PERSONAL APPEARANCE:**

1. The allotment of seats shall be made to the eligible candidates only through personal appearance and they will be called in batches in the order of merit as per Time Schedule for 1<sup>st</sup> Round of Counseling. The "Time Schedule" for 1st Round of Counseling shall be hosted on the NBE website [www.natboard.edu.in](http://www.natboard.edu.in) and shall also be displayed on the notice board of National Board of Examinations, Ansari Nagar, New Delhi.
2. The 'Time Schedule' and scheme for 2nd Round of counseling shall be hosted in due course of time at NBE website [www.natboard.edu.in](http://www.natboard.edu.in) after completion of the 1st Round of Counseling.
3. The counseling shall be done on the basis of the Fellowship programme specific rank. However, reserved seats will be allotted to concerned category candidates only. Candidates of reserved category can opt for either reserved seat earmarked for them or unreserved seat in order of their merit. Candidates may note that reservation status of Fellowship programme seats at a particular institution/medical college is provided by the respective institution only based on the roster maintained by the institution.
4. No separate letter/communication regarding counseling is being sent. Therefore, all the eligible candidates are directed to be in touch with the NBE through NBE website [www.natboard.edu.in](http://www.natboard.edu.in) till the date of completion of the admission process for Fellowship programme for 2012 session.
5. 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 after the merit list is uploaded and schedule for counseling is notified.
6. **COUNSELING FEE:** Candidates are required to deposit a counseling fee of Rs. 2000/- through demand draft in favour of National Board of Examinations, payable at New Delhi, on the day of counseling at counseling venue itself. Candidates are required to bring the above mentioned demand draft to participate in counselling, failing which they will not be allowed to participate in the counselling.
7. Candidate has to be present in person on the day of his/her counseling to claim the seat at scheduled time specified in his/her Rank Letter. No authorized representative on behalf of candidate will be permitted. Candidate may kindly ensure to arrive for counselling on time at designated venue. 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.
8. **List of Prescribed Documents:** Candidates have to bring the following documents **IN ORIGINAL**, along with certified copies of the documents at S.No. (ii) to (ix), for participation in counselling:
  - i. Rank Letter downloaded from NBE website [www.natboard.edu.in](http://www.natboard.edu.in)
  - ii. FEE (2012) PASS certificate issued by NBE.
  - iii. MBBS Degree certificate.
  - iv. Degree certificate/Provisional Pass certificate\* of qualifying examination (MD/MS/DM /MCh/DNB)
  - v. Permanent/Provisional Registration certificate issued by MCI/State Medical Council for registration of MBBS qualification.

- vi. Additional Qualification Registration certificate issued by MCI or IMR Certificate issued by MCI as a proof of MD/MS/DM/MCh being recognized as per IMC Act (1956).
- vii. Matriculation/High School/Higher Secondary Certificate as a proof of Date of Birth.
- viii. SC/ST certificate issued by competent authority, if applicable.
- ix. OBC certificate issued by competent authority, if applicable. The sub-caste should tally with the central list of OBC.
- x. Any other relevant certificate or document.

\* Provisional certificate of MD/MS/DM/MCh/DNB Degree is permissible only for those candidates who had passed the MD/MS/DM/MCh/DNB qualification in their respective specialty in the year 2011.

If they have passed MD/MS/DM/MCh/DNB before 2011 and the degree certificate has not been issued so far by the concerned university/Board, documentary evidence of this in form of a letter from competent authority of respective university/Board to be furnished at the time of counseling.

- 9. Candidates without original documents will not be allowed to appear/participate in Centralized Counselling by NBE under any circumstances. Candidates who have deposited their original documents with the Institutes/Colleges/Universities and have come for counseling with a certificate stating that "their original certificates are deposited with the Institute/Colleges/University" will not be allowed to participate in counseling.
- 10. Candidates are required to bring one of the Govt issued ID card (PAN card or Indian Passport or Driving Licence or Election ID card) in original at the time of appearing for counselling. No other ID proof will be accepted.
- 11. 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 Group 'A' Gazetted Officer will be required in original.
- 12. Seat Allotment letter will be issued to the candidate only on the same day of counseling.

#### UNFAIR MEANS:

##### 1. IMPERSONATION IN COUNSELLING

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

##### 2. SUBMISSION OF FALSE/FABRICATED DOCUMENTS

At any stage if it is found that documents produced for verification are false/fabricated and/or do not belong to the candidate, his/her candidature for counselling/admission to Fellowship programme will be cancelled. The matter shall be dealt as per Unfair Means guidelines of NBE.

##### 3. CANVASSING FOR ALLOTMENT OF SEATS

Canvassing directly or indirectly for the allotment of seats or adjustments thereafter would disqualify the candidate for allotment of seats on the basis of FEE – Centralized Counseling 2012.

#### 4. MISBEHAVING WITH NBE STAFF ON COUNSELLING DUTY

If any candidate appearing for counseling or any relative/attendant of the candidate present at the counseling venue found creating nuisance and hampering the process of smooth conduction of counseling because of his/her behaviour, the candidate shall be disqualified from appearing in the counseling. NBE reserves its rights to take a final decision in such matters of misbehaviour/misconduct on part of appearing candidates/ attendants for counseling.

#### JOINING OF THE FELLOWSHIP PROGRAMME:

1. Each candidate shall be given 10 days time from the date of issue of the allotment letter to report and join the allotted NBE accredited Medical college/Institution/Hospital. Candidate has to begin his/her Fellowship training within these 10 days from the date of issue of allotment letter. Candidate is required to submit their joining report to NBE through their allotted NBE accredited Medical college/Institution/Hospital as per the format of Annexure – 'A' ( FNB - 2012) of these guidelines. Request for extension of joining date shall not be entertained. The allotment made will be firm and final. Change of institute/college from one place to another is not permitted. Therefore, request for the same shall not be entertained by the NBE after the allotment of seats.
2. Annexure 'A' (FNB - 2012) needs to be furnished through speed post in ORIGINAL, in addition to a scanned copy to be sent to NBE through email at [reg@natboard.edu.in](mailto:reg@natboard.edu.in) immediately after joining FNB training.
3. The candidates, who do not appear on notified date or who reject the available seat at their rank or who do not join the college by the last date of joining mentioned in the allotment letter, shall forfeit their claim for a seat.
4. If any candidate, after joining, discontinues the Fellowship Programme, or his/her admission is cancelled by the NBE for any reason, he/she shall forfeit his/her claim for a FNB seat in future based on FEE pass result of concerned session. NBE reserves its rights to alter, change or cancel this policy at any moment.
5. While reporting for admission to institute, please carry all the relevant certificates/documents in original.
6. In the matter of allocation/admission of candidates to respective Medical College/Institution, the decision of the National Board of Examinations shall be final. All disputes pertaining to conduct of COUNSELLING by the NBE and allocation of seats in various specialties and colleges/institutions by the NBE shall fall within the exclusive jurisdiction of competent courts at Delhi/New Delhi
7. No oral enquiry would be entertained by the NBE for any queries pertaining to counselling. Candidates are requested to communicate in writing. They must take special care to indicate their rank number, Roll number, Name and postal address in their correspondence to NBE at email ID: [jan2012dnb@natboard.edu.in](mailto:jan2012dnb@natboard.edu.in)

#### PROCEDURE FOR REGISTRATION WITH NBE FOR FELLOWSHIP PROGRAMME

1. Candidates who are found eligible for FEE–2012 admission session, after opting a confirmed FNB seat through merit based counseling, will be required to report to their respective NBE accredited Medical Colleges/Institutions/Hospital for joining Fellowship



Programme within prescribed time period. Immediately after joining FNB training, candidates are required to send to NBE a duly completed Annexure – ‘A’ (FNB – 2012) through Head of their institution for confirming their FNB seat. Annexure – A (FNB 2012) needs to be furnished in original through speed post only. Fax copies are not accepted. To expedite the process, candidates can send scanned copy of annexure A (FNB 2012) also through their institution in addition to a copy through speed post at email ID: [reg@natboard.edu.in](mailto:reg@natboard.edu.in)

2. With one month of joining FNB training, candidates are required to furnish following documents to NBE to get registered with NBE for Fellowship Programme of National Board (FNB):
  - A duly completed application form for 2012 admission session.
  - A registration fee of Rs 2000 to be deposited through challan/Pay-in-slip at any of the Indian Bank branch across India. NBE copy of this challan needs to be enclosed with the registration form.
  - Copy of annexure – A(FNB 2012) which was sent in original to NBE after joining Fellowship Programme.
  - Copy of Seat allotment letter issued by NBE at the time of counseling.
3. Contact details mentioned in registration form will be treated as final and any further correspondence will be sent only at these correspondence details in future.
4. Candidates who resign from a FNB seat opted in 2012 counseling or those who do not report and join the institution are opting a FNB seat through counseling are required to update NBE in this regards through email at [reg@natboard.edu.in](mailto:reg@natboard.edu.in) failing which NBE may not allow them to appear in future NBE examinations/counseling.

#### **DISCLAIMER:**

The merit list is prepared for candidates registered for counselling is purely provisional and subjected to the verification of aforementioned documents in original. Any candidate found to have furnished incorrect information/false documents will be disqualified from the counselling.

If it is found at any stage that a candidate has already joined a Fellowship programme and has again opted for a FNB seat through FEE Centralized Counselling 2012 without resigning from the previous seat, he/she shall forfeit his/her claim for both the FNB seats.

In an unlikely event of an ineligible candidate granted admission to Fellowship Programme, NBE reserves its right to revoke his/her admission from Fellowship Programme and may disqualify him/her from NBE examination in future in addition to any further actions as deemed fit.

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**ANNEXURE A – FNB 2012**

Format of Joining Report to be furnished by all FNB Candidates who have been allotted FNB seats at NBE accredited Medical Colleges/Institutions/Hospitals for FNB training, through FEE – Centralized Counseling - 2012.

**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 Fellowship Programme.**

Sir,

It is certified that Dr. \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ who has qualified FEE – 2012 conducted by National Board of Examinations vide Roll Number \_\_\_\_\_ has reported for joining Fellowship Programme at our NBE accredited Medical College/Institution/Hospital on \_\_\_\_\_ (Date of Joining FNB training). He/she has scored \_\_\_\_\_ rank in FEE Centralized Counseling 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 Fellowship Programme in \_\_\_\_\_ w.e.f \_\_\_\_\_ (Date of Joining FNB Training).

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

Yours sincerely

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

**STAMP OF  
INSTITUTION**