

National Board of Examinations, New Delhi

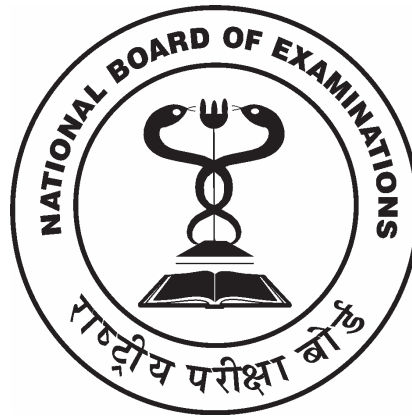
DNBCET

HANDBOOK

FOR

CET CENTRALIZED COUNSELING

For Admission to
DNB Broad Specialty (Primary) Courses
July 2012 Admission Session



NATIONAL BOARD OF EXAMINATIONS

Medical Enclave, Ansari Nagar,
Mahatma Gandhi Marg (Ring Road)
New Delhi-110029
Phone: 011-46054605

Website: www.natboard.edu.in Email: mail@natboard.edu.in

1. ELIGIBILITY FOR COUNSELLING:

- 1.1. Candidates who have qualified the Centralized Entrance Test (DNB CET) conducted by NBE in August 2012 and fulfill the eligibility criteria for admission to DNB Broad Specialty (Primary) courses (July 2012 admission session) at various NBE accredited Medical Colleges/Institutions/Hospitals in India shall participate in the counseling for allocation of seats on merit cum choice basis .
- 1.2. Candidate pursuing any other post graduate medical course can join a DNB seat only after they resign from such course. Seat allotment letter to such candidates shall be issued by NBE (within the calendar of admission) only if the candidates has been relieved and discharged from the institution/University from where they are under going 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 in the first round of counselling shall not be eligible for participation in subsequent round(s) of counselling.

2. SCHEDULE OF COUNSELLING:

- 2.1 The schedule of CET- Centralized counselling is available on NBE website www.natboard.edu.in
- 2.2 Merit list of applicant candidates has been notified on NBE website www.natboard.edu.in
- 2.3 Eligible candidates can download their Rank letter for participation from NBE website.

3. AVAILABILITY OF DNB BROAD SPECIALTY (PRIMARY) SEATS:

- 3.1 The indicative seat matrix for DNB Broad Specialty (Primary) seats is available on NBE website. Final Seat matrix shall be displayed at the counseling venue before the counseling.
- 3.2 After commencement of the counseling, the Information regarding seats remaining vacant shall also be made available on NBE website www.natboard.edu.in

4. VENUE OF COUNSELLING:

- 4.1 Merit Based Centralized Counselling for CET- July 2012 admission session will be held in New Delhi only, at National Board of Examinations office, PSP Area, Sector – 9, Dwarka (Landmark: Opp. District Court, New Delhi) as per prescribed schedule.
- 4.2 Candidates are required to make their own arrangement for their boarding & lodging.
- 4.3 Travel cost to appear in the counselling shall be borne by the candidate only. Candidates are advised to report to the counselling venue in time. Candidates reporting after the prescribed time are liable to miss their turn in the Counseling/non-participation. NBE reserves its rights to take appropriate decisions in cases of late reporting by the candidates.

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 will be called in batches in the order of their merit position as per the schedule of Counseling available on NBE website.
- 5.2 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. 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 appropriate decisions in cases of late reporting by the candidates.
- 5.3 The schedule for further round(s) of counseling (if any) shall be notified in due course at NBE website www.natboard.edu.in after completion of the 1st Round of Counseling.
- 5.4 Candidates who do not attend the first round of counseling shall not be eligible for participation in subsequent round(s) of counseling.
- 5.5 Candidates appearing for counseling can either opt for a confirmed seat or exercise their option for participation in further round of counseling.
- 5.6 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.
- 5.7 Candidates are advised to exercise their option for confirmed seat or next round of Counseling (vide supra) as no change in seat once allotted shall be permissible under any circumstances.
- 5.8 The counseling shall be done purely on the basis of the CET Merit Position. The merit has been determined by the **scaled score** obtained by the candidates in CET –

August 2012. In case of candidates obtaining similar scaled score, the merit has been determined by the number of wrong responses of these candidates. The candidate with lesser number of wrong responses has been placed at a higher merit. When there is still a tie, date of birth have been considered to determine inter-se-merit, i.e. an elder candidate has been placed at a higher merit.

- 5.9 Reserved seats will 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 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. NBE does not own, possess or fund any seat as such.
- 5.10 No separate letter/communication regarding counseling is being sent to the candidates. Therefore, all the eligible candidates are advised to refer to NBE website www.natboard.edu.in for information pertaining to counseling and download their rank letter as well.
- 5.11 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 has been 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 failing which they will not be allowed to participate in the counseling.

Counseling fee will not be refunded under any circumstances once the candidate has been registered for Counseling.

7. LIST OF PRESCRIBED DOCUMENTS

7.1 Candidates have to bring the following documents **IN ORIGINAL**. Candidates are required to bring self-certified photocopies of the documents mentioned at S.No. (iii) to (X). self Certified photocopies have to be submitted to NBE at the time of documents verification:

- i. Rank Letter downloaded from NBE website www.natboard.edu.in
- ii. CET Result Certificate (August 2012) downloaded from NBE website www.natboard.edu.in
- iii. MBBS Degree certificate/ Provisional Pass Certificate of MBBS*
- iv. Permanent/Provisional Registration certificate issued by MCI/State Medical Council for registration of MBBS qualification.
- v. Proof of MBBS Qualification recognized as per IMC Act/Central Government.
- vi. **Internship Completion certificate and Mark sheets of all MBBS Professional Examinations.**
- vii. Matriculation/High School/Higher Secondary Certificate as a proof of Date of Birth.
- viii. 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.
- ix. 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 MBBS qualification was pursued.
- x. Any other relevant certificate or document.

* **Provisional certificate of MBBS Qualification is permissible only for those candidates who had passed the MBBS Qualification in the year 2012.**

If the candidate has passed MBBS Qualification before 2012 and the MBBS degree 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.

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

7.3 Candidates are required to bring one of the following Govt issued ID card in original at the time of appearing for counselling:

- PAN card
- Indian Passport
- Election ID card
- Aadhar Card

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 Group 'A' Gazetted Officer will be required in original.

7.5 Seat Allotment letter will be issued to the candidate opting for a confirmed seat on the same day of counseling subject to fulfillment of eligibility criteria.

8. PROCEDURES FOR COUNSELING

The candidate who has qualified the entrance examination will be invited for participation in the Merit Based Counseling on designated day and time.

8.1 Station A (Registration Area)

- Attendance of all the present candidates shall be taken.
- Candidates will have to deposit a fee of Rs. 2000 in form of Demand Draft in favour of National Board of Examinations payable at New Delhi.
- The original documents of every candidate will be verified at the designated registration counters.
- Candidates without prescribed original documents shall not be allowed to participate in the Counseling.

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 merit position.
- Candidates will be given an opportunity to go through the available seat matrix on the Computer 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 is permitted at station B.

8.3 Station C (Seat allotment area):

- Candidates will thereafter move to station C in order of their 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 make a final decision.
- Candidate at this station has to opt either for a confirmed seat or express his/her willingness to participate in further round of counseling if any and an undertaking to this effect shall be furnished by the candidate in writing.

- Candidate opting for a confirmed seat shall be given a seat allotment letter on the same day of Counseling at station C.
- 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.
- Candidates opting for participation in the next round of Counseling are informed about their wait list position.
- 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.
- 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 'in 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 guidelines for CET Centralized Merit Based Counseling before they report for participation in the Counseling.

10 UNFAIR MEANS:

10.1 IMPERSONATION IN COUNSELLING

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 Broad Specialty (Primary) course will be cancelled. The matter shall be dealt as per Unfair Means guidelines of NBE. Such candidates will be permanently 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 CET examination are false/fabricated/forged and/or do not belong to the candidate, his/her candidature for counseling/admission to DNB Broad Specialty (Primary) course will be cancelled. 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 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 is found creating nuisance and/or hampering the process of smooth conduct of counseling because of his/her behaviour, the candidate shall be disqualified from participation in the counseling. NBE reserves its rights to take a final decision in such matters of misbehaviour/misconduct on part of participating candidates/ attendants. NBE reserves its absolute rights to restrict/permit entry of a candidate/accompanying guest to NBE premises.

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 fee by the candidate at the accredited hospital/institute and resuming his/her duties as DNB trainee.
- 11.3 Candidate has to begin his/her DNB training within the prescribed time only. Candidate is required to submit their joining report to NBE in the prescribed format (Annexure – 'A' - CET 2012).
- 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.
- 11.5 The allotment made will 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' (CET 2012) needs to be furnished through speed post in ORIGINAL along with application for registration. However, a scanned copy of 'annexure – A' is to be sent to NBE through email at reg@natboard.edu.in ***immediately*** after joining DNB training.
- 11.7 CET – August 2012 merit is valid for the current session only. The result shall not be carried over 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 by the hospital/institution.
- 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 the DNB course.

- 11.10 NBE reserves its rights to take a final decision in the matter of a candidate being found unfit in medical examination and may undertake medical examination of candidate at its sole discretion.
- 11.11 All disputes pertaining to conduct of COUNSELLING 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. QUERY HANDLING:

- 12.1 ORAL queries would not be entertained by NBE.
- 12.2 For any queries pertaining to counseling, candidates are requested to communicate by email at counseling@natboard.edu.in
- 12.3 The candidate must mention their rank number, Roll number, Name, Postal address and telephone/mobile no. in their correspondence to NBE.
- 12.4 Candidates are advised to carefully go through the guidelines of counseling and NBE website before submitting a query.
- 12.5 Queries pertaining to information already available on NBE website www.natboard.edu.in shall not be entertained.

13. PROCEDURE FOR REGISTRATION WITH NBE FOR DNB BROAD SPECIALTY (PRIMARY) COURSE

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

- A duly completed application form for July 2012 admission session.
- A registration fee of Rs 5000/- is 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.
- Annexure – A (CET 2012)

13.2 Contact details of candidate as mentioned in registration form will be treated as final and further correspondence to the candidate will be sent only at these correspondence details.

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

13.4 Registration letter can be down loaded from NBE website.

14. DISCLAIMER:

- 14.1 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 will be disqualified from the counselling.
- 14.2 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 CET Centralized Counselling – July 2012 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.
- 14.3 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.

ANNEXURE A – CET 2012

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 CET – Centralized Counseling –July 2012 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 (Primary) Course.

Sir,

It is certified that Dr. _____ Son/Daughter/Wife of _____ who has appeared in CET- August 2012 conducted by National Board of Examinations vide Roll Number _____ has reported for joining DNB (Primary) course at our NBE accredited Medical College/Institution/Hospital on _____ (Date of Joining DNB training). He/she has scored _____ rank in CET - Centralized Counseling for July 2012 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 (Primary) 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 (Primary) training as a resident doctor strictly in accordance with leave guidelines of NBE.

Yours sincerely

Signature _____

Name & Designation _____

**STAMP OF
INSTITUTION**

FREQUENTLY ASKED QUESTIONS

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

A. Candidates who have qualified the Centralized Entrance Test (CET) conducted by NBE in August 2012 and fulfill the eligibility criteria for admission to DNB Broad Specialty (Primary) courses (July 2012 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 CET 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 shall not be entertained.

Q. What are the criteria for tie breaking?

A. The merit is determined by the scaled score obtained by the candidates in CET – August 2012. In case of candidates obtaining similar scaled score, the merit has been determined by the wrong responses of these candidates. The candidate with lesser number of wrong responses has been placed at a higher merit. When there is still a tie, date of birth have been considered to determine inter-se-merit, i.e. an elder candidate has been placed at a higher merit.

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.

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 they resign from such course. Seat allotment letter to such candidates shall be issued by NBE (within the calendar of admission) only if the candidates has been relieved and discharged from the institution/University from where they are under going such post graduate medical course..

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

A. Candidates absent 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 CET- 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 (Primary) seats is available on NBE website. Final Seat matrix shall be displayed at the counseling venue 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 regard 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. Will the candidates be informed about the counseling via letter or email?

A. Candidate will not receive any individual intimation regarding counseling. You are advised to refer NBE website www.natboard.edu.in for information pertaining to counseling.

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 2000/- is to be deposited on the day of your counseling at counseling venue only. Fee can be deposited through demand draft drawn in favour of National Board of Examination payable at New Delhi.

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'. Candidates are required to bring 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 duly authenticated by a Gazetted Officer will be required in original.

Q. Is it necessary to bring Identification proof?

A. Yes, Candidates are required to bring one of the following Govt issued ID card in original at the time of appearance for counseling:

- PAN card
- Indian Passport
- Election ID card
- Aadhar Card

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, you need to obtain a No objection certificate/Relieving letter from your parent organization/employer/University before the cut off date to join DNB training.

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

A. No, Change of Institute and/or Specialty is not permitted.

Q. Can I participate in counseling of future sessions based on CET result of August 2012?

A. No, the CET (August 2012) result and merit is valid for the current session only.

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 CET?

A. You need to refer to information bulletin of respective DNB CET for eligibility criteria to appear in the same.

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.

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 for DNB course:

National Board of Examinations, New Delhi

- A duly completed application form for DNB (Primary) July 2012 admission session.
- A registration fee of Rs 5000/- 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.
- Annexure – A (CET 2012).

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FLOW CHART

DNB CET CENTRALIZED COUNSELING

JULY 2012 ADMISSION SESSION

