

Work allocation of NBEMS Officers

| S. No | Designation | Name | Department | Activities Attended | Services Offered and How to Avail |
|-------|--|---------------------------|---|--|--|
| 1. | Additional Director (Medical) (SAG) | Dr. Anurag Agarwal | Head, Department of Examinations - Conduct | Conduct of Entrance Examinations of NBEMS: (Information Bulletin, Application Forms, Eligibility, Test Centres, Admit Cards) <ul style="list-style-type: none"> • NEET-PG • NEET-SS • NEET-MDS • DNB-PDCET • FET • GPAT Conduct of Exit Examinations of NBEMS: (Information Bulletin, Application Forms, Eligibility, Test Centres, Admit Cards) <ul style="list-style-type: none"> • DNB/DrNB Final Theory & Practical Examinations • FNB Exit Examinations • NBEMS Diploma Examination Conduct of Screening Tests: (Information Bulletin, Application Forms, Eligibility, Test Centres, Admit Cards) <ul style="list-style-type: none"> • Foreign Medical Graduate Examination (FMGE) • Foreign Dental Screening Test (FDST) • Medical/Dental Registration Examination for Republic of Mauritius | <ul style="list-style-type: none"> • Information/queries/communications for various NBEMS examinations in relation to: <ul style="list-style-type: none"> ○ Schedule of Examinations ○ Information Bulletin ○ Eligibility ○ Application Forms ○ Applicant login to Examinations Online ○ Status of Applications ○ Refund of Examination Fee ○ Deficiencies in examination applications ○ Admit Cards ○ Test centres ○ Requests for specific exemptions ○ In-person Credential Verification ○ Unfair Means in Examinations ❖ The department can be approached through Communication Web Portal of NBEMS or through post. |
| | | | | Issuance of Credentials to qualified candidates of various NBEMS Examinations (Provisional Pass/Degree certificates, Attempt Certificates, Marksheets, NOC etc to qualified DNB/DrNB/FNB candidates; FMGE Pass Certificates) | <ul style="list-style-type: none"> • Issuance of FMGE Pass Certificates • Issuance of following Certificates to DNB/DrNB/FNB qualified candidates: <ul style="list-style-type: none"> ○ Provisional Pass certificates ○ Attempt Certificates ○ Marksheets ○ No Objection Certificate ○ Academic Transcripts |

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| | | | | | <ul style="list-style-type: none">• Verifications of Provisional Pass Certificates (PPC) issued by NBEMS• Issuance of duplicate PPC <p>❖ The department can be approached through Communication Web Portal of NBEMS or through post.</p> |
| | | | Officer-In-Charge (Department of Training & Monitoring) | Conduct of Counseling & Registration of Trainee for various NBEMS Courses: <ul style="list-style-type: none">• NBEMS Diploma Courses• DNB Broad Specialty Courses• DrNB Super specialty Courses• NBEMS Fellowship (FNB) Courses | <ul style="list-style-type: none">• Information/queries/communications related to counseling for various NBEMS courses• Information/queries/communications related to registration with NBEMS for various training programme• Issuance of letters of Registration to trainees who are registered for various training programme with NBEMS.• To attend matters of NBEMS trainees related to:<ul style="list-style-type: none">○ Work place-based issues○ Leave○ Stipend○ Course Fee○ Academic teaching & training• The department can be approached through Communication Web Portal of NBEMS or through post. |
| | | | | Degree & Convocation <ul style="list-style-type: none">• Verification of Degree e-Learning | <ul style="list-style-type: none">• Issuance of Degree Certificate to qualified candidates• Verifications of Degree Certificates issued by NBEMS• Issuance of duplicate degree certificate• Webinars conducted for registered NBEMS trainees• The department can be approached through Communication Web Portal of NBEMS or through post. |

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| | | | | Communications of Trainees with NBEMS in matters related to Department of Training & Monitoring: <ul style="list-style-type: none"> • Queries registered at Communication Web Portal • Grievances registered at Grievance Redressal Web Portal • Grievance escalated to NBEMS Grievance Redressal Committee | <ul style="list-style-type: none"> • Queries and grievances of DNB/ DrNB/ FNB and NBEMS Diploma trainees against the hospitals/ NBEMS in matters related to: <ul style="list-style-type: none"> ○ Work place-based issues ○ Leave ○ Stipend ○ Course Fee ○ Academic teaching & training ○ Registration & Counseling |
| | | | Officer-In-Charge Department of General Administration Nodal Officer for CPGRAMS | General Administration of NBEMS <ul style="list-style-type: none"> • Procurement • Tendering • General Management of NBEMS <ul style="list-style-type: none"> • Nodal Officer for CPGRAMS | <ul style="list-style-type: none"> • Information/queries/communications related to supply of goods & services asked by NBEMS • Processing/award of contracts/bills/claims for services provided to NBEMS by various vendors ❖ The department can be approached through communications sent at email ID admin1@natboard.edu.in or through posts |

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| 2. | Additional Director (Medical) | Dr. Iboyaima Mangang | Head, Department of Accreditation | Accreditation of hospitals for various NBEMS Programme: <ul style="list-style-type: none"> NBEMS Diploma Courses DNB Broad Specialty Courses DrNB Super specialty Courses NBEMS Fellowship (FNB) Courses | <ul style="list-style-type: none"> Grant of accreditation to hospitals for various NBEMS programme Preparation of Seat Matrix for conduct of Counseling for all NBEMS courses Attending to Grievances of hospitals against NBEMS/Trainees |
| | | | | Communications of Hospitals with NBEMS: <ul style="list-style-type: none"> Queries registered at Communication Web Portal Grievances registered at Grievance Redressal Web Portal | <ul style="list-style-type: none"> Attending to matters related to surprise assessment of departments, annual review of accredited departments, addition/deletion of faculty, seat enhancement Introduction of new DNB/DRNB/FNB/NBEMS Diploma Programme Stipend Guidelines for NBEMS Courses The department can be approached through Communication Web Portal of NBEMS or through post. |
| | | | First Appellate Authority and Nodal Officer for RTI | <ul style="list-style-type: none"> First Appeals for RTI applications submitted to NBEMS Nodal Officer of RTI for NBEMS | <ul style="list-style-type: none"> To dispose off First Appeals raised by RTI applicants against the reply provided by NBEMS CPIOs The First Appellate Authority can be approached as per details available in RTI section of this website. Suo-Moto Disclosure as per provisions of RTI Act |

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| | | | Officer-In-Charge (Department of Training & Monitoring) | Continuous Profession Development (CPD) <ul style="list-style-type: none">• Issuance of Equivalence Certificates to NBEMS Alumni• Specialty Boards• Development of Curriculum | <ul style="list-style-type: none">• Information/queries/communications related to:<ul style="list-style-type: none">○ Various CMEs/Workshops○ Issuance of Equivalence Certificates to NBEMS Alumni• Coordination with Specialty Boards of NBEMS for development of curricula for various NBEMS courses• The department can be approached through Communication Web Portal of NBEMS or through post. |
| | | | | Thesis Thesis Protocol/Thesis Evaluation & Assessment | <ul style="list-style-type: none">• Information/queries/communications related to:<ul style="list-style-type: none">○ Thesis Protocols○ Thesis Submission○ Thesis assessment & outcome• Issuance of letters of acceptance to trainees whose thesis are accepted by NBEMS.• The department can be approached through Communication Web Portal of NBEMS or through post. |

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| 3. | Additional Director (Medical) | Dr. Vinay Gupta | Head, Department of Examinations - Confidential | <p>Item Writing, Question Banking, Validation and Review for Entrance Examinations:</p> <ul style="list-style-type: none"> • NEET-PG • NEET-SS • NEET-MDS • DNB-PDCET • FET • GPAT <p>Item Writing, Question Banking, Validation and Moderation for Exit Examinations:</p> <ul style="list-style-type: none"> • DNB/DrNB Final Theory & Practical Examinations • FNB Exit Examinations • NBEMS Diploma Final Examinations <p>Item Writing, Question Banking, Validation and Review for Screening Tests:</p> <ul style="list-style-type: none"> • Foreign Medical Graduate Examination (FMGE) • Foreign Dental Screening Test (FDST) • Medical/Dental Registration Examination for Republic of Mauritius • Diploma in Pharmacy Exit Examination <p>Engagement of Practical Examination Centres for DNB/DrNB/FNB/NBEMS Diploma Final Examinations</p> <p>Assessment & Result Generation for All Examinations conducted by NBEMS</p> | <ul style="list-style-type: none"> • Information/queries/communications of subject matter experts/faculty related to moderation/validation of question banks for various NBEMS examination • Information/queries/communications of candidates related to question papers, results • Providing photocopies of answer scripts of Final Exit Examinations to unsuccessful candidates • Information/queries/communications of subject matter experts/ faculty/ centre coordinators related to practical examinations • Issuance of score cards to applicant candidates for various NBEMS examinations • Grievances of candidates related to question papers <p>❖ The department can be approached through Communication Web Portal of NBEMS or through post</p> |

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| | | | Officer-In-Charge (Department of Training & Monitoring) | Continuous Profession Development (CPD) <ul style="list-style-type: none"> Conduct of Theory Component of Formative Assessment Test administered by NBEMS Conduct of Work Place Based Clinical Assessments as part of FAT administered by NBEMS | <ul style="list-style-type: none"> Information/queries/communications of subject matter experts/faculty related to moderation/validation of question banks for FAT Theory Examination Information/queries/communications of candidates related to question papers, results of FAT conducted by NBEMS Providing photocopies of answer scripts of FAT Theory Examination Information/queries/communications related to: <ul style="list-style-type: none"> FAT/Internal Assessment The department can be approached through Communication Web Portal of NBEMS or through post. |
| | | | Head, IT Department & Student Facilitation Centre | <ul style="list-style-type: none"> Infrastructure and Operations of NBEMS IT Department NBEMS Website Student Facilitation Centre | <ul style="list-style-type: none"> Development and maintenance of NBEMS website Information/queries/communications related to IT / Contact Centre service asked by NBEMS from various vendors Processing bills/claims for IT/ Contact Centre services provided to NBEMS by various agencies Attending visitors at Student Facilitation Centre Attending In-bound and Out-bound telephonic calls at 011-45593000 ❖ The department can be approached through email or through post. |

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| | | | Head, Legal Cell | <ul style="list-style-type: none"> All Court matters involving NBEMS as a respondent All Court Matters wherein NBEMS is an Appellant | <ul style="list-style-type: none"> Information/queries/communications related to legal matters involving NBEMS as a party Processing bills/claims of legal counsels engaged by NBEMS for various legal matters <p>❖ The department can be approached through email nbelegal@natboard.edu.in or through post.</p> |
| | | | Media Spokesperson | <ul style="list-style-type: none"> Queries of digital/print media WhatsApp Channel of NBEMS | <ul style="list-style-type: none"> Information/queries/communications received from digital/print media <p>❖ The department can be approached through email media@natboard.edu.in or through post.</p> |
| | | | Chief Vigilance Officer | <ul style="list-style-type: none"> Chief Vigilance Officer of NBEMS | <ul style="list-style-type: none"> To receive and investigates complaints related to corruption, misconduct, or irregularities at NBEMS <p>❖ The CVO Office at NBEMS can be reached through CMS Portal of CVC or through email at cvo@natboard.edu.in</p> |

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| 4. | Joint Director | Sh. Gajendra Pratap Singh | Head, Department of Administration and Finance | Establishment Section (Recruitment, Human Resource Management of NBEMS) | <ul style="list-style-type: none">• Information/queries/communications related to recruitments by NBEMS• Processing/award of contracts/bills/claims for services provided to NBEMS by human resource agencies❖ The department can be approached through communications sent at email ID admin3@natboard.edu.in or through posts. |
| | | | | Estate Section (Building Maintenance) | <ul style="list-style-type: none">• Information/queries/communications related to building maintenance service asked by NBEMS• Processing/award of contracts/bills/claims for services provided to NBEMS by various building maintenance agencies❖ The department can be approached through communications sent at email ID bms@natboard.edu.in or through posts. |

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| | | | | Account section (Processing of Bills/Claims of Vendors, Faculty, empanelled Firms) | <ul style="list-style-type: none">Information/queries/communications related to remunerations paid to faculty/subject experts/various agencies/vendors/accredited hospitals associated with NBEMS for various activities.Processing of bills/claims for services provided to NBEMS by faculty/subject experts/ various agencies/ vendors/ accredited hospitals associated with NBEMS for various activities.❖ The department can be approached through communications sent at email ID acct5@natboard.edu.in or through posts. |
| | | | | <ul style="list-style-type: none">Rajbhasha Vibhag (Implementation of Official Language) | <ul style="list-style-type: none">Implementation of Rajbhasha at NBEMS as per provisions of the Official Language Act, 1963 |