

**NBE****FET**

# HANDBOOK

FOR

## CENTRALIZED COUNSELING

For Admission to  
Fellowship Programme  
2016 Admission Session



**NATIONAL BOARD OF EXAMINATIONS**

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## 1. ELIGIBILITY FOR COUNSELING:

- 1.1. Candidates who have qualified the NBE Fellowship Entrance Test (NBE FET) conducted by NBE on 17th January 2016 and fulfill the eligibility criteria for admission to Fellowship courses (2016 admission session) at various NBE accredited Medical Colleges/Institutions/Hospitals in India shall participate in the counseling for allocation of seats purely on merit cum choice basis.
- 1.2. Candidate pursuing any other post graduate/Post doctoral medical course can join a FNB seat only after he/she resigns from such course. Seat allotment letter to such candidate shall be issued by NBE (within the admission calendar) only if the candidate has been relieved and discharged from the institution/college/hospital from where he/she is undergoing 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 FNB course and to debar the candidate from taking any further examinations conducted by NBE.
- 1.4. Candidates absent/not participating in any round of counseling either in-person or through online (opt out) shall not be eligible for participation in subsequent rounds(s) of counseling. i.e. Attending the previous round of counseling in-person or through online mode is essential to make the candidate eligible for the subsequent round of counseling (if any).

Counseling	Eligibility
1 <sup>st</sup> Round	Candidates who have qualified the FET conducted by NBE in the respective session and fulfill the eligibility criteria for admission to the respective courses at various NBE accredited Medical Colleges /Institutions /Hospitals in India shall be eligible to participate in the counseling for allocation of seats purely on merit cum choice basis.

Counseling	Eligibility
2 <sup>nd</sup> Round	Candidates who have participated in the 1st Round of counseling either in-person or through online (opt out) shall be eligible for participation in the 2nd round of Counseling in order of merit.
3 <sup>rd</sup> Round (if any)	Candidates who have participated in the 2nd Round of counseling either in-person or through online (opt out) shall be eligible for participation in the 3rd round of Counseling in order of merit.

- 1.5. Candidates joining Fellowship Programme for 2016 admission session, after opting a confirmed seat through NBE FET Centralized Counseling shall not be eligible to appear in NBE FET and shall not be eligible for another FNB seat for the entire duration of their Fellowship Programme (i.e. for 2 years). This shall be irrespective of their resignation or discontinuation from the course due to any reason for 2016 session. Candidates joining Fellowship course shall be debarred from appearing in NBE FET and admissions till December 2017.
- 1.6. Candidates who are pursuing FNB course are not eligible to appear or participate in counseling till such time they have not completed the duration of prescribed course.
- 1.7. NBE reserves its rights to alter/amend or modify or interpret any clause/criteria/guidelines contained in this handbook pertaining to Centralized Counseling.
- 1.8. Jurisdiction for disputes if any, shall be at New Delhi only.



## 2. SCHEDULE OF COUNSELING:

- 2.1 The schedule for NBE FET Centralized merit based counseling is available on NBE website [www.natboard.edu.in](http://www.natboard.edu.in)
- 2.2 Eligible candidates can download their Rank letter for participation in NBE FET merit based counseling from NBE website.

## 3. AVAILABILITY OF FNB SEATS:

- 3.1 The indicative seat matrix for FNB seats is available on NBE website. Final Seat matrix shall be displayed at the counseling venue before the commencement of counseling.
- 3.2 After the commencement of counseling, the information regarding vacant seats shall also be made available on NBE website [www.natboard.edu.in](http://www.natboard.edu.in) after the completion of counseling for each day.

## 4. TIE-BREAKER CRITERIA:

In the event of two or more candidates obtaining the same marks, the merit position shall be determined by the following criteria:

- 4.1. Candidates who fulfill the minimum eligibility criteria as prescribed in the Information Bulletin of NBE FET 2016 admission session and possess Post Graduate / Post Doctoral Medical qualification certified by any one of the following shall be placed higher in the merit:
  - National Board of Examinations, India
  - American Board in concerned/allied discipline, USA
  - Royal Colleges of various disciplines, UK
  - Royal Colleges in concerned/allied disciplines, Canada
  - Royal Colleges of various disciplines, Australia
- 4.2. Marks obtained in the Post Graduate Exit Examination (wherever available).
- 4.3. If the tie is not resolved by above mentioned criteria or marks are not available (refer Sl. No. 4.2 above) the merit position shall be determined using the following criteria in descending order:



- a. Candidate who has passed all MBBS professional examinations in first attempt shall be placed at higher merit position.
- b. Candidate with higher aggregate marks (in percentage) in all MBBS professional examination shall be placed at higher merit position.
- c. Candidate with higher aggregate marks (in percentage) in 3rd MBBS professional examination (Part I & Part – II) shall be placed at higher merit position.
- d. Candidate with higher aggregate marks (in percentage) in 2nd MBBS professional examination shall be placed at higher merit position.
- e. Candidate with higher aggregate marks (in percentage) in 1st MBBS professional examination shall be placed at higher merit position.

#### **5. VENUE OF COUNSELING:**

- 5.1 NBE FET merit based centralized counseling for 2016 admission session shall be held in New Delhi, at National Board of Examinations, PSP Area, Sector – 9, Dwarka (Landmark: Opp. District Court, New Delhi) as per prescribed schedule.
- 5.2 Candidates are required to make their own arrangements for boarding & lodging. Travel cost to appear in the counseling shall be borne by the candidates only.
- 5.3 Candidates are advised to report to the counseling venue at the prescribed time. Candidates reporting after the prescribed time are liable to miss their turn in the Counseling. NBE shall not be responsible for any delay in arrival due to any reason. No claim in this regards shall be entertained. NBE reserves its rights to take appropriate decisions in cases of late reporting by the candidates. However, no candidate under any circumstances shall be allowed to disrupt the existing flow of candidates for counseling if he/she reports late on any ground.



## 6. ALLOTMENT OF SEATS BY PERSONAL APPEARANCE:

- 6.1 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 at sole discretion of NBE.
- 6.2 The allotment of seats shall be made to the eligible candidates only through personal appearance and they shall be called in batches in order of their Fellowship Programme specific merit position, as per the schedule of Counseling available on NBE website.
- 6.3 The schedule for further round(s) of counseling (if any) shall be notified in due course on NBE website [www.natboard.edu.in](http://www.natboard.edu.in) after completion of the 1st Round of Counseling. Candidates are advised to visit NBE website regularly for updates regarding counseling.
- 6.4 A candidate can also exercise his/her option for participation in further round of counseling (ie opting out) through NBE website [www.natboard.edu.in](http://www.natboard.edu.in) till the day of his / her scheduled counseling. The candidate need not appear for counseling in-person at NBE office Delhi for opting out for further round of counseling. Candidate can access NBE website from anywhere to use the facility for opting out for further round of counseling. Such candidate shall not be marked as absent and shall be given an opportunity to participate in further round of counseling as and when conducted by NBE for the same academic session.

Eg:- A candidate with Merit position 25 has to attend the counseling on 30.03.2016 and is not interested to opt for any confirmed seat and wants to exercise his/her option for participation in the next round of counseling can use the online facility available at NBE website [www.natboard.edu.in](http://www.natboard.edu.in) from commencement of counseling till 05.00PM on 30.03.2016.

Such Candidates who opted out for further round of counseling shall be required to pay counseling Fee of Rs 2500/- by credit/debit card at the time of online submission of Opting out form.





- 6.5 Candidates who do not attend/participate in the counseling at their first opportunity either in person or through online (opt out) shall not be eligible for participation in the subsequent round(s) of counseling (if any).
- 6.6 Candidates appearing for counseling can either opt for a confirmed seat or exercise their option for participation in further round of counseling.
- 6.7 Candidates opting for a confirmed seat are NOT eligible to participate in subsequent round(s) of counseling irrespective of their joining/non-joining/resignation from the seat already opted for.
- 6.8 Candidates are advised to exercise their option for confirmed seat or next round of Counseling (vide supra) cautiously, as no change in seat once allotted shall be permissible under any circumstances.
- 6.9 No separate letter/communication regarding counseling is being sent to the candidates. Therefore, all the eligible candidates are advised to refer to NBE website regularly [www.natboard.edu.in](http://www.natboard.edu.in) for information pertaining to counseling and download their rank letter as well. Candidates are also advised to refer NBE website from time to time for any updates.
- 6.10 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.



## 7. COUNSELING FEE:

Candidates are required to deposit the counseling fee of Rs. 2500/- through demand draft drawn 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 shall not be allowed to participate in the counseling.

Candidates who exercise their option for participation in further round of counseling after opting out online through NBE website are required to remit the counseling fee of Rs. 2500/- through payment gateway provided using a Credit Card or a Debit Card issued by banks in India.

Counseling fee shall not be refunded under any circumstances once the candidate has been registered for Counseling at the counseling venue.

## 8. LIST OF PRESCRIBED DOCUMENTS

8.1 Candidates have to bring the following documents IN ORIGINAL.

- i. Rank Letter downloaded from NBE website [www.natboard.edu.in](http://www.natboard.edu.in)
- ii. In the event of two or more candidates obtaining same marks, the Tie Breaker criteria as mentioned under clause 4 of HANDBOOK FOR NBE FET CENTRALIZED COUNSELING For Admission to Fellowship Programme 2016 Admission Session shall be adopted, the relevant documents to resolve the tie shall be produced by the candidate at the time of counseling.
- iii. MBBS Degree certificate.
- iv. Post Graduate Medical Qualification Pass certificate/ Provisional Pass Certificate# of qualifying examination (MD/MS/DM/MCh/DNB).
- v. Permanent Registration certificate issued by MCI/State Medical Council for registration of MBBS qualification.
- vi. Proof of Post Graduate Medical Qualification (MD/MS/DM/MCh) recognized as per IMC Act/Central Government.
- vii. Proof of declaration of result of Post Graduate Medical Qualification (MD/MS/DM/MCh/DNB) on or before 30th December 2015.

- viii. Matriculation/High School/Higher Secondary Certificate as a proof of Date of Birth.
- 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 Post Graduate Medical qualification (MD/MS/DM/MCh) was pursued.
- x. Any other relevant certificate or document.

In addition, candidates are also required to bring self certified photocopies of the documents mentioned above (S.No. 8.1(ii) to 8.1(x)). Self Certified photocopies have to be submitted to NBE at the time of documents verification.

**# Provisional certificate of Post Graduate Medical Qualification (MD/MS/DM/MCh/DNB) is permissible only for those candidates who had passed the Post Graduate Medical Qualification (MD/MS/DM/MCh/DNB) in the year 2014 & 2015.**

**If the candidate has passed Post Graduate Medical Qualification before 2014 and the Post Graduate Medical Qualification (MD/MS/DM/MCh/DNB) Degree Certificate has not been issued to him/her so far by the concerned university/Board, documentary evidence to this effect in the form of a letter from competent authority of respective university/Board is to be furnished at the time of counseling.**

If a candidate is employed or under any kind of bond, he/she has to furnish a 'No Objection Certificate / Relieving Letter' issued by competent authority of concerned University /Employer before the cut off date prescribed to join the Fellowship Programme in case he/she decides to opt for a confirmed seat. The seat allotment letter to such candidates will be issued only after a copy of 'No Objection Certificate/relieving letter' is submitted to NBE.



- 8.2 **Candidates without original documents shall not be allowed to appear/participate in Centralized Counseling by NBE under any circumstances.**
- 8.3 Candidates are required to bring one of the following Govt issued valid identity card in original at the time of counseling:
- PAN card
  - Indian Passport
  - Voter ID Card
  - Driving License
  - MCI/SMC Registration certificate bearing photograph of the candidate
  - No other ID proof will be accepted.
- 8.4 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 Gazetted Officer will be required in original.
- 8.5 Seat Allotment letter shall be issued to the candidates opting for a confirmed seat on the same day of counseling subjected to fulfillment of the eligibility criteria.



## 9. PROCEDURE FOR NBE FET MERIT BASED CENTRALIZED COUNSELING

The candidate who has qualified the FET 2016 is eligible to participate in the Merit Based Counseling on the designated day and time. The flow of counseling process is as under:

### 9.1 Station A (Registration Area cum document & Identity Verification Area)

- Attendance of all the present candidates shall be taken.
- Candidates shall be briefed about the counseling process and will be provided with a 'Counseling kit'.
- Candidates shall have to deposit a fee of Rs. 2500/- in form of Demand Draft drawn in favour of National Board of Examinations payable at New Delhi.
- The original documents of every candidate shall be verified at the designated registration counters.
- Candidates without prescribed original documents shall not be allowed to participate in the Counseling.
- The candidates should report at the counseling venue on time as mentioned in their Rank letter on the day of scheduled counseling. This will allow time for identity verification and checking in for participation in the counseling.
- Identity checks shall be made upon arrival at the counseling venue to ensure that there are no unauthorized candidates participating in the counseling.
- Candidates are required to bring one of the following Govt issued valid identity card in original at the time of counseling:
  - PAN card
  - Indian Passport
  - Voter ID card
  - Driving License
- MCI/SMC Registration certificate bearing photograph of the candidate
- No other ID proof shall be accepted.



### 9.2 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 Fellowship Programme specific merit position.
- Candidates will be given an opportunity to go through the available seat matrix on Computers wherein they can look for the available seats in the Fellowship Programme of their choice.
- Parents/relatives/guardians are not permitted at this station. However, use of phone by the candidate is permitted at station B.
- Candidates are advised to shortlist the institution of their choice at this station. The final allotment shall be done at Station C.

### 9.3 Station C (Seat allotment area):

- Candidates will thereafter move to station C in order of their Fellowship Programme specific 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 arrive at their final decision.
- Candidate at this station has to opt either for a confirmed seat or express his/her willingness to participate in subsequent round of counseling if any and an undertaking to this effect shall be furnished by the candidate in writing.
- Candidates opting for a confirmed seat shall be given a seat allotment letter at station C subjected to fulfillment of eligibility criteria.
- If a candidate is employed or under any kind of bond, he/she has to furnish a 'No Objection Certificate and/or Relieving letter' issued by competent authority of concerned University / Employer before the cut off date prescribed to join the FNB course in case he/she decides to opt for a confirmed seat. The seat allotment letter to such candidates will be issued only after a copy of 'No Objection Certificate and/or Relieving letter' is submitted to NBE.

- **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.

## 10. GENERAL INSTRUCTIONS

- 10.1 Candidates are advised to maintain decorum and sanctity of the process.
- 10.2 Water, Tea/Coffee and refreshments shall be served to the candidates and accompanying guests at the venue.
- 10.3 Counseling is a real time process and candidates are requested to be patient and maintain discipline while the Counseling is in progress.
- 10.4 Candidates are advised to report for the counseling on 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.
- 10.5 Candidates are advised to carefully go through the prescribed guidelines for NBE FET Centralized Merit Based Counseling before they report for participation in the Counseling.
- 10.6 Candidates are advised to check the seat position at NBE website before reporting to NBE office for participation in counseling.



## **11 UNFAIR MEANS:**

### **11.1 IMPERSONATION IN COUNSELING**

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 FNB course will be cancelled. The matter shall be dealt as per Unfair Means guidelines of NBE. Such candidates will be debarred from taking NBE examinations in future.

### **11.2 SUBMISSION OF FALSE / FABRICATED DOCUMENTS**

If it is found at any stage that documents produced for determination of eligibility for NBE FET examination are false/fabricated/forged and/or do not belong to the candidate, his/her candidature for counseling/admission to FNB course will be cancelled and further penal action may be taken. The matter shall be dealt as per Unfair Means guidelines of NBE.

### **11.3 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.

### **11.4 MISCONDUCT**

Please note that the movement of candidates across the various stations in the conduct of centralized counseling depends upon the number of candidates ahead of you. To ensure smooth and well-coordinated conduct of procedure you are kindly requested to be patient and wait for your turn.

NBE staff, officers and faculty solicits your kind cooperation in maintaining smooth and continuous flow of proceedings.





Please note that during conduct of counseling there shall be “zero tolerance” for any kind of misconduct. The following acts are illustrative of what constitutes misconduct:

- i. Use of mobile phones at Station C.
  - ii. Jumping the queue.
  - iii. Using indecent language or gestures with any staff, faculty or other candidates.
  - iv. Threatening, abusing or canvassing.
  - v. Indulging in arguments or counter arguments at any of the stations.
  - vi. Any act which intentionally or otherwise poses difficulty in the smooth conduct of counseling.
  - vii. Any such act as may be observed by NBE.
- 11.5 NBE reserves its absolute rights to take actions which may include the following against any candidate or person found indulging in any of above mentioned acts:
- i. Referring the matter of Disciplinary Committee for Counseling of NBE for further action in the matter.
  - ii. Referring the matter to the State Medical Council/ Medical Council of India for professional/ethical misconduct.
  - iii. Taking up the matter with law enforcing agencies such as local police.
  - iv. Evicting such persons from the venue.
  - v. Taking up the matter for disciplinary action with the concerned institutions or employing agency for such person.
  - vi. Further action as may be deemed appropriate.

**A separate Information & Grievance Redressal Desk is available at the candidate waiting area and in case of any grievance etc., the candidates can approach this desk or contact any of the NBE staff/faculty available at respective stations.**

**12. JOINING OF THE COURSE:**

- 12.1 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.
- 12.2 Joining means deposition of the prescribed FNB Course fee by the candidate at the accredited hospital/institute and resuming his/her duties as a FNB trainee.
- 12.3 Candidate has to begin his/her FNB training within the prescribed time only. Candidate is required to submit his/her joining report to NBE in the prescribed format i.e. Annexure – 'A' (FET 2016).
- 12.4 Requests for extension of joining date shall not be entertained ordinarily. NBE reserves its right to grant extension to the candidate for joining FNB course on the merits of the case in exceptional case only.
- 12.5 The allotment made shall 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.
- 12.6 Annexure 'A' (FET 2016) in ORIGINAL has to be furnished by the accredited hospital through speed post along with application for registration within one month of joining FNB training. However, a scanned copy of 'Annexure – A' is to be sent to NBE through email at [counseling@natboard.edu.in](mailto:counseling@natboard.edu.in) immediately after joining FNB training.
- 12.7 NBE FET January, 2016 merit is valid for admission to 2016 admission session only. The result shall not be carried forward to next session under any circumstances.
- 12.8 Joining of a candidate to a NBE accredited institute through Centralized Merit Based Counseling is subject to medical fitness of the candidate as assessed/examined by the accredited hospital/institution.



- 12.9 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 FNB course.
- 12.10 NBE reserves its rights to take a final decision in the matter of the candidate being found unfit in medical examination and may undertake medical examination of candidate at its sole discretion.
- 12.11 Leave on medical grounds is permissible only for genuine medical reasons and NBE should be informed by the concerned institute/hospital about the same immediately after the candidate proceeds on leave on medical grounds.
- 12.12 Supporting medical documents for taking leaves on medical ground have to be certified by the Head of the Institute/hospital where the candidate is undergoing FNB training and have to be sent to NBE for final approval.
- 12.13 The medical treatment should be taken from the institute/hospital where the candidate is undergoing FNB training. Any deviation from this has to be supported with valid grounds and documentation and shall not be entertained ordinarily.
- 12.14 Admission of a candidate remaining absent from duty/ unauthorized leave after joining FNB course for a period of 7 calendar days shall automatically be treated as cancelled. Unauthorized absence even for a single day shall be viewed seriously.
- 12.15 NBE reserves its absolute rights to take appropriate actions in the cases related to unauthorized absence/leave or absence allegedly on medical grounds.
- 12.16 All disputes pertaining to conduct of COUNSELING 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.



### 13. FEE GUIDELINES FOR FNB TRAINING:

#### 13.1. Fee Structure for FNB Training is as follows:

Heads	Charges * (in INR) per year)
• Tuition fees	50, 000/-
• Library fees	10, 000/-
• Annual Appraisal fees	10, 000/-
• Accommodation Charges	10, 000/-

*\*Maximum Permissible Limit: Accredited institutions are at liberty to charge fees which is less than indicated under respective category. The fee cannot be higher than these amounts.*

#### 13.2. General guidelines:

- 13.2.1. The fees shall be collected annually and has to be paid by the trainee at the start of each academic year.
- 13.2.2. In the 1st year the fees has to be paid on joining the hospital while the fee for 2nd year has to be paid within 4 weeks of the start of the academic year.
- 13.2.3. In any circumstances the fee shall be non-refundable to the candidates, if he/she leaves DNB/FNB training after joining the programme.
- 13.2.4. The fee shall be paid by the candidates only through Demand Draft/ Cheque / electronic transfer and under no circumstances by cash.
- 13.2.5. The accredited institutions cannot charge any other fees like capitation fees, security deposit, security bond, and caution bond in the form of cash, fixed deposit, bank guarantee, and agreement by any instrument whatsoever.
- 13.2.6. The institutes concerned cannot charge any fees or an amount in any form, over and above the ceiling amounts prescribed above.

**14. QUERY HANDLING:**

- 14.1 ORAL queries would not be entertained by NBE.
- 14.2 For any queries pertaining to counseling, candidates are requested to communicate to NBE by email at [counseling@natboard.edu.in](mailto:counseling@natboard.edu.in)
- 14.3 Candidates must always mention their fellowship programme, merit position, roll number, name, postal address and telephone/mobile no. in their correspondence to NBE.
- 14.4 Candidates are advised to carefully go through the guidelines of counseling and NBE website before submitting a query.
- 14.5 Queries pertaining to information, already available on NBE website [www.natboard.edu.in](http://www.natboard.edu.in) may not be entertained.

**15. PROCEDURE FOR REGISTRATION WITH NBE FOR FNB COURSES:**

- 15.1 Candidates are required to furnish the following documents to NBE within one month of joining FNB training in order to get registered by NBE for FNB course:
  - A duly completed application form for 2016 admission session.
  - A registration fee of Rs 3000/- (for 2 Years course) is to be deposited through challan/Pay-in-slip at any of the Indian Bank branches across India. NBE copy of this challan has to be enclosed with the registration form.
  - Annexure –A (FET 2016)
- 15.2 Contact details of candidate as mentioned in registration form shall be treated as final for further correspondence with the candidate.
- 15.3 Candidates are advised to inform NBE at email ID [counseling@natboard.edu.in](mailto:counseling@natboard.edu.in) at the earliest in case of their non-joining/resignation from the FNB course.
- 15.4 Registration letters can be downloaded from NBE website in due course.



## 16. DISCLAIMER:

- 16.1 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 shall be disqualified from the counseling.
- 16.2 If it is found at any stage that a candidate is already pursuing a DM/MCh or any other FNB/DNB course and has again opted for a FNB seat through NBE FET Centralized Counseling – 2016 admission session without resigning from the previous seat, he/she shall forfeit his/her claim for the FNB seat and action as deemed fit by NBE shall be taken. Candidates already pursuing a FNB course are not eligible to appear for the NBE FET till such time they have completed the duration of prescribed course.
- 16.3 In an unlikely event of an ineligible candidate getting admission to FNB course, NBE reserves its right to revoke his/her admission from FNB course.

## 17. NBE LEAVE RULES

- 17.1 FNB Trainees are entitled to leave during the course of FNB training as per the Leave Rules prescribed by NBE.
- 17.2 FNB candidate can avail a maximum of 20 days of leave in a year excluding regular duty off/ Gazetted holidays as per Hospital/Institute calendar/policy.
- 17.3 **MATERNITY / PATERNITY LEAVE:**
  - 17.3.1 There is no provision of maternity or paternity leave during the FNB tenure. However, if a FNB trainee avails maternity (90 days) or paternity (7 days) leave during the FNB tenure, her or his tenure will be extended by an equal number of days.
  - 17.3.2 FNB trainees are required to complete their training by a prescribed cut off date (as per information bulletin of Exit exam) for being eligible to FNB Exit examination. Trainees whose FNB tenure is extended beyond this cut off date only due to the maternity/paternity leave availed by them shall be permitted to take exit examination, if otherwise eligible, with other registered candidates of same session.



- 17.4 No kind of study leave is permissible to FNB candidates. However, candidates may be allowed an academic leave of 10 days across the entire duration of training program to attend the conferences/CMEs/Academic programs/Examination purposes.
- 17.5 Under normal circumstances, leave of one year should not be carry forward to next year, however, in exceptional cases like prolonged illness or any meritorious ground the leave across the training program may be clubbed together with prior approval of NBE.
- 17.6 Any other leave which is beyond the above stated leave is not permissible and shall lead to extension/cancellation of FNB course.
- 17.7 Any extension of FNB training for more than 2 months beyond scheduled completion date of training is permissible only under extra-ordinary circumstances with prior approval of NBE. Such extension is neither automatic nor shall be granted as a matter of routine.
- 17.8 Unauthorized absence from FNB training for more than 7 days may lead to cancellation of registration and discontinuation of the FNB training and rejoining shall not be permitted.
- 17.9 **MEDICAL LEAVE**
- 17.9.1 Leave on medical grounds is permissible only for genuine medical reasons and NBE should be informed by the concerned Institute/hospital about the same immediately after the candidate proceeds on leave on medical grounds.
- 17.9.2 The supporting medical documents have to be certified by the Head of the Institute/hospital where the candidate is undergoing FNB training and have to be sent to NBE.
- 17.9.3 The medical treatment should be taken from the Institute/hospital where the candidate is undergoing FNB training. Any deviation from this shall be supported with valid grounds and documentation.



- 17.9.4 In case of medical treatment being sought from some other Institute/hospital, the medical documents have to be certified by the Head of the Institute/hospital where the candidate is undergoing FNB training.
- 17.9.5 NBE reserves its rights to verify the authenticity of the documents furnished by the candidate and the Institute/hospital regarding Medical illness of the candidate and to take a final decision in such matters.
- 17.10. **The eligibility for FNB Exit Examination shall be determined strictly in accordance with the criteria prescribed in the respective information bulletin.**



## **FREQUENTLY ASKED QUESTIONS**

**Q. What is the eligibility criterion for participation in NBE FET counseling?**

A. Candidates who have qualified the NBE Fellowship Entrance Test (FET) conducted by NBE in January, 2016 and fulfill the eligibility criteria for admission to Fellowship Programme (2016 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 NBE FET and handbook for Counseling. You can also e-mail your queries at [counseling@natboard.edu.in](mailto:counseling@natboard.edu.in) Queries pertaining to information already available on NBE website [www.natboard.edu.in](http://www.natboard.edu.in) may not be entertained.

**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 at sole discretion of NBE. The authorized representative is required to bring an authority letter issued by the candidate.

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

A. Candidates absent/not participating 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 NBE FET Centralized counseling is available on NBE website [www.natboard.edu.in](http://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 FNB courses is available on NBE website. Final Seat matrix shall be displayed at the counseling venue and NBE website 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 regards 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. How can I download my Rank letter?**

- A. Rank Letter can be downloaded from NBE website [www.natboard.edu.in](http://www.natboard.edu.in).

**Q. What is the prescribed fee for participation in Counseling?**

- A. Counseling fee of Rs. 2500/- 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.

Candidates who exercise their option for participation in further round of counseling (opt out) through NBE website are required to remit the counseling fee of Rs. 2500/- through payment gateway provided using a Credit Card or a Debit Card issued by banks in India.

**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'. In addition, candidates are required to bring self 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 will be required in original (self attested by the candidate).

**Q. Is it necessary to bring Identification proof?**

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

- PAN card
- Indian Passport
- Voter ID card
- Driving License
- MCI/SMC Registration certificate bearing photograph of the candidate

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 FNB 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, if a candidate is employed or under any kind of bond, he/she has to furnish a 'No Objection Certificate and/or Relieving letter' issued by competent authority of concerned University /Employer before the cut off date prescribed to join the FNB course in case he/she decides to opt for a confirmed seat. The seat allotment letter to such candidates will be issued only after a copy of 'No Objection Certificate and/or relieving letter' is submitted to NBE.



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

A. No, change of Institute is not permitted.

**Q. Can I participate in counseling of future sessions based on NBE FET result of January, 2016?**

A. No, the NBE FET January, 2016 result and merit is valid for the current session (2016 admission session) only.

**Q. How can I resign from the FNB 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 NBE FET?**

A. Candidates joining Fellowship Programme for 2016 admission session, after opting a confirmed seat through NBE FET Centralized Counseling shall not be eligible to appear in NBE FET and shall not be eligible for another FNB seat for the entire duration of their Fellowship Programme i.e. 2 years. This shall be irrespective of their resignation or discontinuation from the course due to any reason i.e. 2016 session joined candidates shall be debarred from appearing in NBE FET and admissions till December 2017.

**Q. Is registration for the FNB Course mandatory?**

A. Yes, all candidates who have joined FNB training are required to get registered with NBE for FNB course. A registration number is issued on receipt of application for registration and fulfillment of eligibility criteria 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 FNB training in order to get registered by NBE for FNB course:

- A duly completed application form for 2016 admission session.
- A registration fee of Rs 3000/- (for 2 Years course) is to be deposited through Challan/Pay-in-slip at any of the Indian Bank branches across India. NBE copy of this Challan has to be enclosed with the registration form.
- Annexure –A(FET 2016)

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### **ANNEXURE A – FET 2016**

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 NBE FET – Centralized Counseling –2016 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 (Post Diploma) Course.**

Sir,

It is certified that Dr. \_\_\_\_\_  
Son/Daughter/Wife of \_\_\_\_\_ who has  
appeared in NBE FET January, 2016 conducted by National Board of Examinations  
vide Roll Number \_\_\_\_\_ has reported for joining FNB course at our NBE  
accredited Medical College/Institution/Hospital on \_\_\_\_\_ (Date of Joining  
FNB training). He/she has scored \_\_\_\_\_ rank in NBE FET - Centralized Counseling  
for 2016 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 Fellowship Programme in the specialty of  
\_\_\_\_\_ 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 the leave guidelines of NBE.

Yours sincerely

**Signature** \_\_\_\_\_

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

**STAMP OF  
DEAN/PRINCIPAL/  
MEDICAL  
SUPERINTENDENT/HOI**





**13. Details of Examination Passed:**

Examination	Session/Year	Medical College/Board	University	State	Month/Year
MBBS					
MD/MS/DNB					
DM/MCh/DNB					

**14. Topic of Thesis (Protocol is to be submitted within 3 months of joining the Institution)****15. Name/Designation of Thesis Guide** \_\_\_\_\_**16. List of Enclosures (in the specified order) :****(Please tick)**

1. NBE Copy of Challan /Pay-in Slip for Regis
2. Annexure-A (FET 2016) on an official letter head under signature and stamp of Head of the institution.
3. Copy of Seat Allotment Letter issued by NBE on the day of NBE FET Centralized Counseling-2016.

**DECLARATION & CERTIFICATION**

I here by declare and certify that:

- a) I have read the general instructions and the rules and regulations of NBE Information Bulletin for NBE FET (Jan. 2016) and Handbook for NBE FET Centralized Counseling—2016 admission session shall abide by them.
- b) Particulars given above in this application form are true and accurate to the best of my knowledge and belief.
- c) The documents submitted as evidence of above facts herein and at the time of counseling are true copies of original documents which belong to me..
- d) I understand that in case any of the facts stated by me is/are found to be false or any of the documents enclosed/furnished by me is/are found to be false, I am liable to be disqualified as registered FNB Trainee/Candidate for FNB Programme or any other appropriate action deemed fit by NBE can be taken against me.
- e) I understand that I am eligible as per instructions given in Information Bulletin for NBE FET (Jan. 2016), however, NBE reserves the right to determine final eligibility NBE further reserves the right to cancel the candidature if ineligibility found at any stage.

\_\_\_\_\_  
Candidate's Name in Capital Letters\_\_\_\_\_  
Signature of the Candidate

Date: \_\_\_\_\_

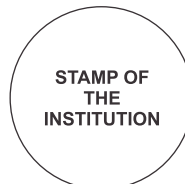
Place: \_\_\_\_\_

**CERTIFICATE FROM THE HEAD OF THE INSTITUTE**

I certify that to the best of my knowledge and belief the statements made above by Dr. \_\_\_\_\_ are correct.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Head of the Institute\_\_\_\_\_  
Name of Head of the Institute

**NOTE : PHOTOCOPY OF THE FILLED UP APPLICATION FORM MUST BE RETAINED BY THE CANDIDATE FOR FUTURE USE. USE/ POSSESSIONS OF MOBILE PHONES IN EXAMINATION PREMISES OF NBE IS TREATED AS AN 'UNFAIR MEANS' AS PER PRESCRIBED NBE GUIDELINES.**





### NATIONAL BOARD OF EXAMINATIONS

#### Bank's Copy

##### Online Fees Account

**Indian Bank A/c No. 830641451**

NBE'S copy to be attached with the application form / Bank's copy to be retained by the Bank / Candidate's copy to be retained by the candidate.

Challan No. .... Date: .....

1. Name (in Capital letters): \_\_\_\_\_

2. Sl. No. of Application Form (if applicable): \_\_\_\_\_

#### 3. Type of Fee / Amount

Code No.	
01) CME Workshop	
02) Thesis Fee	
03) Registration Fee	
04) Enrolment Fee	
05) In-Absentia Fee	
06) Teleconferencing Fee	
07) Teleconferencing DVD	
08) Accreditation Fee	
09) Degree Verification Fee	
10) Sale of Accreditation Application Form Fee	
11) Duplicate Certificate Fee Result/Degree	
12) CET Centralized Counselling Fee	
13) Post Diploma CET Counselling	
14) Other Fee	

4. Bank Charges :- \_\_\_\_\_

5. Amount (in Figure) :- \_\_\_\_\_

6. Amount (in words) :- \_\_\_\_\_

7. Denomination of notes: \_\_\_\_\_

8. Bank Branch in which fee \_\_\_\_\_

9. Bank Transaction ID No. (For Bank use only) \_\_\_\_\_

Bank Seal & Signature of Authorized Bank Officer receiving the amount  
.....  
(Signature of the Candidate)



### NATIONAL BOARD OF EXAMINATIONS

#### NBE's Copy

##### Online Fees Account

**Indian Bank A/c No. 830641451**

NBE'S copy to be attached with the application form / Bank's copy to be retained by the Bank / Candidate's copy to be retained by the candidate.

Challan No. .... Date: .....

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12) CET Centralized Counselling Fee	
13) Post Diploma CET Counselling	
14) Other Fee	

4. Bank Charges :- \_\_\_\_\_

5. Amount (in Figure) :- \_\_\_\_\_

6. Amount (in words) :- \_\_\_\_\_

7. Denomination of notes: \_\_\_\_\_

8. Bank Branch in which fee \_\_\_\_\_

9. Bank Transaction ID No. (For Bank use only) \_\_\_\_\_

Bank Seal & Signature of Authorized Bank Officer receiving the amount  
.....  
(Signature of the Candidate)



### NATIONAL BOARD OF EXAMINATIONS

#### Depositors/Candidates Copy

##### Online Fees Account

**Indian Bank A/c No. 830641451**

NBE'S copy to be attached with the application form / Bank's copy to be retained by the Bank / Candidate's copy to be retained by the candidate.

Challan No. .... Date: .....

1. Name (in Capital letters): \_\_\_\_\_

2. Sl. No. of Application Form (if applicable): \_\_\_\_\_

#### 3. Type of Fee / Amount

Code No.	
01) CME Workshop	
02) Thesis Fee	
03) Registration Fee	
04) Enrolment Fee	
05) In-Absentia Fee	
06) Teleconferencing Fee	
07) Teleconferencing DVD	
08) Accreditation Fee	
09) Degree Verification Fee	
10) Sale of Accreditation Application Form Fee	
11) Duplicate Certificate Fee Result/Degree	
12) CET Centralized Counselling Fee	
13) Post Diploma CET Counselling	
14) Other Fee	

4. Bank Charges :- \_\_\_\_\_

5. Amount (in Figure) :- \_\_\_\_\_

6. Amount (in words) :- \_\_\_\_\_

7. Denomination of notes: \_\_\_\_\_

8. Bank Branch in which fee \_\_\_\_\_

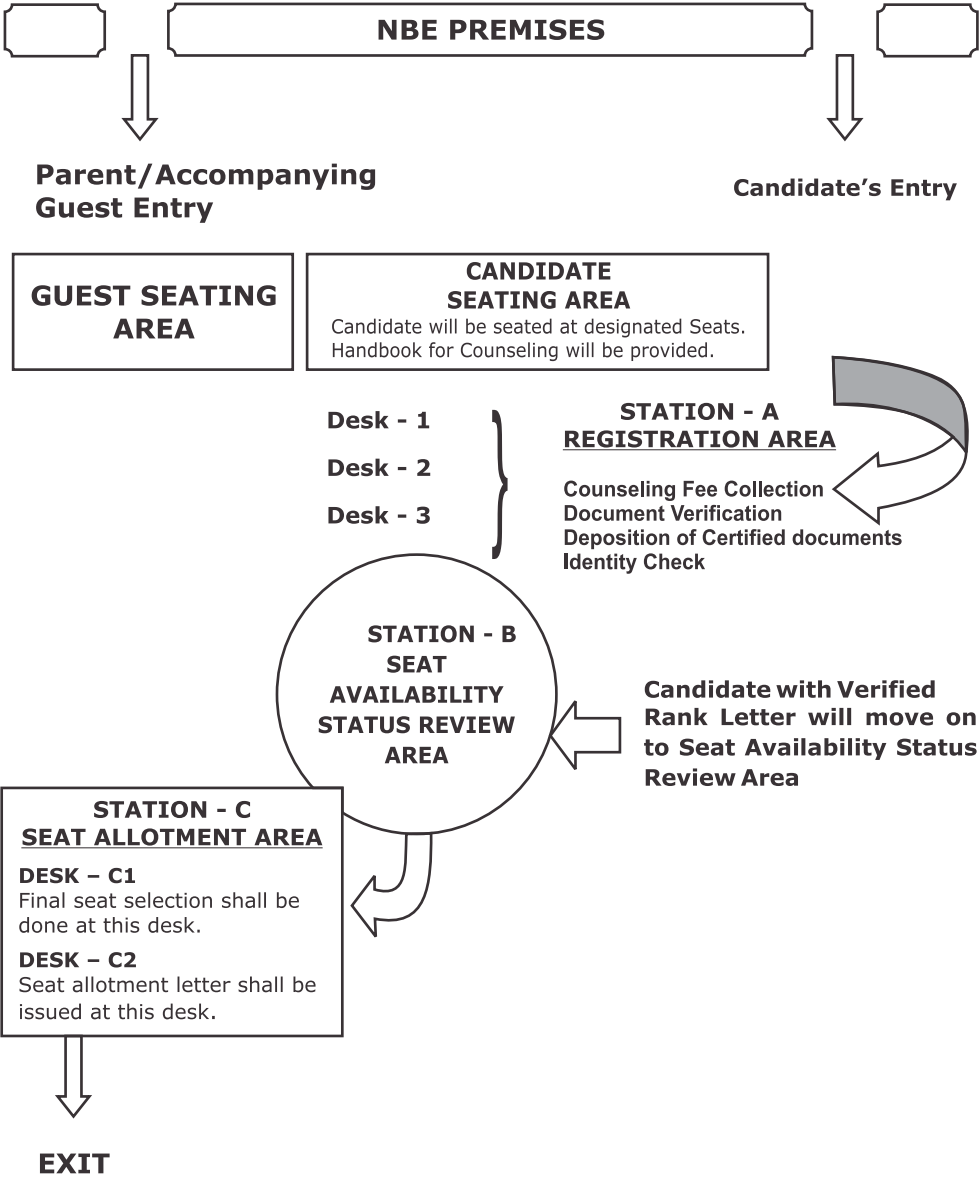
9. Bank Transaction ID No. (For Bank use only) \_\_\_\_\_

Bank Seal & Signature of Authorized Bank Officer receiving the amount  
.....  
(Signature of the Candidate)

# FLOW CHART

## DNB PDCET CENTRALIZED COUNSELING

### JANUARY 2013 ADMISSION SESSION





# CONTACT DETAILS OF NBE

<b>Telephone Numbers</b>	+91-11-45593000 (30 lines)	The telephone numbers can be accessed from 09.30am to 05.30pm from Monday–Friday
<b>Fax Numbers</b>	+91-11-45593009 / +91-11-45593031	
<b>Email</b>	<a href="mailto:mail@natboard.edu.in">mail@natboard.edu.in</a>	
<b>Postal Address</b>	National Board of Examinations Medical Enclave, Ansari Nagar Ring Road, New Delhi-110 029	P.O. Box No. 4931 New Delhi
<b>Official Website</b>	<a href="http://www.natboard.edu.in">www.natboard.edu.in</a>	
<b>Regional Offices (South-I)</b> For Karnataka, Tamilnadu and Maharashtra	Nodal Office, National Board of Examinations, St. John's Medical College, Bangalore, Karnataka	
<b>Regional Offices (South-II)</b> For Andhra Pradesh, Kerala, Orissa and Chhatisgarh	Nodal Office, National Board of Examinations, Nizam Institute of Medical Sciences, CP&T Block, Punjabguta, Hyderabad, Andhra Pradesh	



1982-2016

*34 Years of Excellence in  
Post Graduate Medical Education  
and Examinations*

**DNBCET**

**DNBCETSS**

**DNBPD CET**

**DNBFINAL**

**NBEFET**

**NBEFNB**

**Screening Test  
FMGE**

**AIPGMEE**