



# **Handbook**

## Centralized Merit Based Counseling for Admission to

### **Post Diploma DNB Courses**

### **2025 Admission Session**



#### **NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES**

Medical Enclave, Ansari Nagar, Mahatma Gandhi Marg (Ring Road)

New Delhi-110029, Candidate Helpline: 011- 45593000

(Monday to Friday: 09:30 Hrs. to 18:00 Hrs.)

Website: <https://natboard.edu.in>

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**1. SCHEDULE OF COUNSELING:**

<b>Sl. No.</b>	<b>Counseling Process</b>	<b>Period</b>
<b>FIRST ROUND</b>		
1	Registration and filling of options/ choices from available seats	8th to 12th May, 2025 (till 05:00 PM)
2	Processing of Allotment	13th May, 2025
3	Result of 1 <sup>st</sup> Round Allotment	14th May, 2025
4	Payment of 1 <sup>st</sup> Year Course Fee	14th to 19th May, 2025 (till 05:00 PM)
5	Physical joining at allotted Institute	14th to 19th May, 2025 (till 05:00 PM)
<b>SECOND ROUND</b>		
1	Filling of option/ choices for 2 <sup>nd</sup> Round of Counseling. (From available vacant seats)	23rd to 26th May, 2025 (till 05:00 PM)
2	Processing of Allotment	27 <sup>th</sup> May, 2025
3	Result of 2 <sup>nd</sup> Round Allotment	28 <sup>th</sup> May, 2025
4	Payment of 1 <sup>st</sup> Year Course Fee	28th May to 4th June, 2025 (till 05:00 PM)
5	Physical joining at allotted Institute	28th May to 4th June, 2025 (till 05:00 PM)
<b>Note:</b> <i>Any further round(s) of this Counseling shall be conducted depending on the number of seats remaining vacant after the completion of 2<sup>nd</sup> round of Counseling. The decision to conduct any further round is purely discretionary and the decision of the NBEMS in this regard shall be final and binding.</i>		

## 2. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE CENTRALIZED MERIT BASED COUNSELING FOR ADMISSION TO POST DIPLOMA DNB COURSES-2025 ADMISSION SESSION:

### 2.1. Eligibility:

- Candidates must be in possession of Post Graduate Diploma Medical Qualification Pass Certificate/ Provisional<sup>#</sup> Pass Certificate in eligible feeder specialty for respective DNB (Post Diploma) course as mentioned in the Information Bulletin for DNB PDCET 2025;
- Candidate must have qualified the Post Graduate Diploma Qualification in the eligible feeder specialty on or before **31<sup>st</sup> January, 2025**;
- The Post Graduate Diploma Medical Qualification in the eligible feeder specialty must be recognized as per the provisions of the NMC Act 2019 and the repealed Indian Medical Council Act 1956, Govt. of India;
- Candidate should possess Permanent Registration Certificate of MBBS qualification; and
- Candidate must have appeared in DNB PDCET 2025.

*<sup>#</sup>Provisional Pass certificate of the Post Graduate Diploma Medical Qualification In lieu of Final PG Diploma certificate is acceptable only for those candidates who have qualified their Post Graduate Diploma Medical Qualification but have not been issued their Final PG Diploma certificates by respective universities/boards.*

*A certificate from the university/board concerned shall be required to be submitted by such candidates at the time of counselling confirming that the final PG Diploma Certificate shall be conferred in the next convocation.*

- 2.2. Candidates already pursuing a Post-Graduation course (MD/ MS/ DNB/ PG Diploma) are not eligible for admission to DNB (Post Diploma) courses for the entire duration prescribed for the course already joined by them earlier. This shall be irrespective of their resignation or discontinuation from the said course due to any reason.
- 2.3. Candidates who have qualified Post Graduate Diploma Medical Qualification after **31<sup>st</sup> January, 2025** are ineligible to participate in the counseling for admission to DNB (Post Diploma) – 2025 Admission Session. Any requests for admission to DNB (Post Diploma) – 2025 Admission Session from the candidates who have qualified Post Graduate Diploma after **31<sup>st</sup> January, 2025** shall be summarily rejected.

- 2.4. Candidates possessing Diploma qualifications awarded by the College of Physicians and Surgeons (CPS), Mumbai other than DPB, DCH and DGO are NOT eligible to join DNB (Post Diploma) Course in line with the clarification received from the Govt. of India vide MoHFW letter No C.18018/11/2021-MEP dated 30.04.2021.
- 2.5. In an event ineligibility is detected at any stage, NBEMS reserves its rights to cancel the result/candidature for DNB PDCET 2025 of such candidates for DNB PDCET 2025, even if the result has been declared or candidate has participated in the counseling or admitted to the DNB (Post Diploma) Course 2025 admission session.
- 2.6. Candidates who join DNB (Post Diploma) Course in 2025 admission session, after opting a confirmed seat through DNB Post Diploma Centralized Merit based Online Counseling 2025 session shall not be eligible to join any other DNB course for the entire duration of their DNB Post Diploma Course (i.e. 2 years). This shall be irrespective of their resignation or discontinuation from the course due to any reason.
- 2.7. Jurisdiction for disputes, if any, shall be at **New Delhi only**.

### 3. COUNSELING PROCESS AND AVAILABILITY OF DNB POST DIPLOMA SEATS:

#### **FIRST ROUND:**

- 3.1. To appear in DNB Post Diploma 2025 admission session Counseling, candidates have to register with NBEMS through the designated website (<https://counseling.nbe.edu.in>) and have to fill the choice/ preferences of seats during the registration process. A candidate who does not register for the counseling shall not be eligible to participate in the counseling process.
- 3.2. **Candidates will be registered only ONCE during the start of the counseling process.** No fresh registration is permissible once the window of registration is closed or in any subsequent rounds of counseling. There is no other methodology for participation in the counseling for DNB Post Diploma 2025 admission session except for the ONLINE counseling through above referred website.
- 3.3. Candidates are required to pay the Counseling fee [non-refundable] of Rs. 2500/- (payment gateway charges shall be extra) at the time of online registration process for counseling. The payment gateway/ bank charges shall also be borne by the candidate. Mere submission of counseling fee does not complete the registration process for the counseling. Following steps must be completed to participate in the counseling:
  - **Payment of Counseling Fee**
  - **Upload prescribed documents**
  - **Choice filling**
  - **Lock and Confirm the Choices filled**
- 3.4. Candidates must ensure that the choices/ preferences of seats filled by them during the choice filling process are confirmed (**locked & confirmed**) by them before the last date of choice filling window. **Once locked and confirmed, the choices filled in for the counseling cannot be changed.**
- 3.5. The seat allocation will be done in order of merit cum choice/ preference of seats indicated by the candidate during the registration/choice filling process.
- 3.6. For joining the allotted seat, the candidate is required to **ACCEPT and FREEZE** the allotted seat and **have to pay First year course fee** [non-refundable] of Rs.1,25,000/- (Payment gateway charges shall be extra) within the stipulated time. After the payment of First year course fee, the seat allotted to him/ her will be FROZEN in his/ her favour and the candidate will not be eligible for any further round(s) of counseling.
- 3.7. A candidate who has FROZEN the seat & has paid First year course fee is required to download the Seat allotment letter from the website of the NBEMS (<http://counseling.nbe.edu.in/>). After downloading the seat allotment letter, the candidate is required to join the allotted institute within stipulated time, as

mentioned in the counseling schedule published by NBEMS on its website <https://natboard.edu.in>, failing which the candidate will lose his/ her admission to the said seat.

- 3.8. The candidate who opt for freezing the seat allotted to them but fails to pay the First year course fee within stipulated time will lose the seat allotted to him/ her, however, he/she will remain eligible to participate in the second round of Counseling. The seat which was allotted to the candidate in the First round will be then made available in the subsequent round of counseling.

*Such candidates will NOT be eligible to participate in the mop-up round of counseling, if conducted, even in case they are not allotted any seat in the second round of counseling.*

- 3.9. The candidate who after payment of First Year Course fee fails to join the institute allotted or fails to produce his/ her original documents for verification by the institute or fails to fulfill the eligibility criteria prescribed during the verification of documents, within stipulated time as per counseling schedule published on NBEMS website, will lose his/ her admission to the said seat and shall not be eligible for any subsequent round(s) of counseling. Further, the fees paid by the candidate shall also be forfeited. The said seat shall be made available to the subsequent round of counseling.
- 3.10. Further, once a candidate has joined his/ her allotted seat, he/ she will not be permitted to seek transfer to another institute.
- 3.11. The certificates uploaded by the candidate during the registration process shall be subjected to verification. If the certificate(s) uploaded by the candidate are found to be false/ fake at any stage of counseling process or even thereafter, their allotment as well as their candidature will be cancelled.
- 3.12. Only those candidates who are participating in 1st Round of Counseling will be eligible for participation in subsequent Round(s) of Counseling. Candidates not participating in the First round of online counseling shall not be eligible for participation in subsequent round(s) of counseling including Final Round (Mop-up) counseling (if conducted).

## **SECOND ROUND**

- 3.13. The Indicative seat matrix for the Second round of counseling shall comprise of the seats lying vacant after the completion of First round of counseling.
- 3.14. Candidates who have **not been allotted** any seat during the First round of counseling will be eligible for participation in the Second round of counseling.
- 3.15. Candidates who **have been allotted a seat** in the First round of counseling but **have opted not to freeze the same** shall also be eligible for the Second round of counseling.



- 3.16. Candidates who **have been allotted a seat** in the First round of counseling & opted to freeze the same, **but have not paid the First Year Course Fee** shall also be eligible for the Second round of counseling.

NOTE: Any candidate who after freezing the seat allotted in the First round of counseling has also paid the First Year Course Fee, shall not be eligible for subsequent round of Counseling, irrespective of his/ her joining the seat allotted in First round of counseling. Such candidates shall be removed from the further counseling process for the 2025 Admission Session.

- 3.17. The panel of choices for indicating preference of seats will be re-opened to all eligible candidates as mentioned above. The choices indicated in the First round of counseling shall not be considered. They shall be required to fill in **FRESH choices/ preference of seats**. Candidate shall be required to “**Lock and confirm**” their choices to participate in seat allocation process.
- 3.18. The seat shall be allotted as per merit cum choice/ preference of seats submitted by the candidate during the Second Round of the Counseling process.
- 3.19. The process for freezing of the allotted seat and joining the institute/ hospital shall be same as mentioned in the First round of counseling.
- 3.20. For joining the seat in second round, the candidate is required to **ACCEPT and FREEZE** the allotted seat and **have to pay First year course fee** [non-refundable] of Rs.1,25,000/- (Payment gateway charges shall be extra) within the stipulated time. After the payment of First year course fee, the seat allotted to him/ her will be FROZEN in his/ her favour and the candidate will not be eligible for further round(s) of counseling, if any.
- 3.21. A candidate who has FROZEN the seat & has paid First year course fee is required to download the Seat allotment letter from the website of the NBEMS (<http://counseling.nbe.edu.in/>). After downloading the seat allotment letter, the candidate is required to join the allotted institute within stipulated time, as mentioned in the counseling schedule published by NBEMS on its website <https://natboard.edu.in>, failing which the candidate will lose his/ her admission to the said seat.
- 3.22. The candidate who opt for freezing the seat allotted to them but fails to pay the First year course fee within stipulated time will **NOT ONLY** lose the seat allotted to him/ her, but also **will NOT be eligible** to participate in the subsequent round of Counseling, if any. The seat which was allotted to the candidate in the second round will be made available in the subsequent round of counseling, if any.
- 3.23. The candidate who after payment of First Year Course fee fails to join the institute allotted or fails to produce his/ her original documents for verification by the institute or fails to fulfill the eligibility criteria prescribed during the verification of documents, within stipulated time as per counseling schedule published on NBEMS website, will lose his/ her admission to the said seat and shall not be eligible for subsequent round(s) of counseling, if any. Further, the



fees paid by the candidate shall also be forfeited. The said seat shall be made available to the subsequent round of counseling, if any.

- 3.24. Further, once a candidate has joined his/ her allotted seat, he/ she will not be permitted to seek transfer to another institute.
- 3.25. The certificates uploaded by the candidate during the registration process shall be subjected to verification. If the certificate(s) uploaded by the candidate are found to be false/ fake at any stage of counseling process or even thereafter, their allotment as well as their candidature will be cancelled.

### **FINAL ROUND [MOP-UP]**

- 3.26. The decision to conduct Final Round (Mop-Up) is purely discretionary and the decision of the NBEMS in this regard shall be final and binding.
- 3.27. Candidates who after successfully registering for the counseling (in the beginning of the counseling process) **have not been allotted any seat during the counseling**, will alone be eligible for Final Round (Mop-up) of counseling.
- 3.28. Candidates who have been allotted a seat in any of the previous rounds of the counseling but:
  - have opted not to freeze the same, or
  - have not paid the First Year Course Fee after freezing the seat, or
  - after payment of First Year Course fee fails to join the institute allotted, or
  - after payment of First Year Course fee fails to produce his/ her original documents for verification by the institute, or
  - after payment of First Year Course fee fails to fulfill the eligibility criteria prescribed during the verification of documents

shall also **NOT be eligible** for participation in mop-up round of counseling.

- 3.29. The Final Round (Mop-up) schedule and process of counseling shall be notified on NBEMS website (if conducted).

#### 4. AVAILABILITY OF DNB (POST DIPLOMA) SEATS AND RESERVATION OF SEATS (SC/ ST/ OBC/ PWD/ EWS) IN DNB (POST DIPLOMA) COURSES:

- 4.1. The Provisional Indicative seat matrix for DNB (Post Diploma) - Broad Specialty course is available on NBEMS website. Final Seat matrix shall be made available during online counseling.
- 4.2. At the time of Counseling, reservation roster as provided by the State/ Central/ UTs Governments/ PSU/ Railway Board/ ESIC etc. shall be applicable for Scheduled Castes (SC), Schedule Tribes (ST), Persons with Disabilities (PWD), Other Backward Classes (OBC) and Economically Weaker Section (EWS) category etc. The Other Backward Classes (OBC) shall be as per Central list of OBC and shall belong to the Non-Creamy Layer.
- 4.3. **Documentary requirements:**
  - a.) Candidates opting for reserved seats under any category are required to upload the certificate issued by competent authority on the website during the registration process for online counseling.
  - b.) The prescribed format of Certificate for candidates in respect of SC/ST is enclosed at **Annexure-A**.
  - c.) The prescribed format of Certificate for candidates in respect of OBC is enclosed at **Annexure-B**.
- 4.4. For PWD seats, the qualified locomotor disabled candidates should get themselves certified at one of the Disability Assessment Boards, before their scheduled date of counseling. List of these centres is mentioned in Information Bulletin for DNB PDCET 2025. [Click here for the Information Bulletin](#).  
  
The PwD candidates are required to bring their treatment papers related to their disability, including the investigation reports at the time of reporting to the above-mentioned designated institute for such disability certificates. The candidates are advised to obtain prescribed certificate before the date of counseling and the same shall be uploaded on the website during the counseling process. Copy of the prescribed certificate is also enclosed at **Annexure-C**.
- 4.5. Candidates opting for reserved seats under EWS category are required to upload the certificate issued by the competent authority on the website during the registration process for online counseling. The prescribed format of Certificate for candidates in respect of EWS is enclosed at **Annexure-D**.
- 4.6. NBEMS does not own or control any of its accredited hospitals. NBEMS neither employs a candidate nor itself makes any payment /stipend to the candidate. Reservation status of DNB seats at a particular institution/medical college is provided by the State /Central/UT Governments and /PSU/ Railway Board/ESIC etc. only based on the reservation roster maintained by them. NBEMS does not own, possess or fund any seat. Reserved seats will be allotted to the concerned category candidates only. Candidates of reserved category can opt for either reserved seats earmarked for them or unreserved seats in order of their merit. **The conversion of any vacant seat from one reserved category to another reserved category does not falls within the purview of the NBEMS.**

- 4.7. NBEMS seats remaining vacant after the completion of all rounds of counseling shall not be carried forward to the next admission session.

## 5. LIST OF PRESCRIBED DOCUMENTS TO BE UPLOADED AT THE TIME OF REGISTRATION IN THE 1<sup>ST</sup> ROUND OF COUNSELING:

- a) MBBS Degree certificate.
- b) Post Graduate Diploma Medical Qualification Pass certificate/ Provisional Pass Certificate\* in eligible feeder specialty for respective DNB (Post Diploma) course as mentioned in the Information Bulletin for DNB PDCET 2025.
- c) Permanent Registration certificate issued by MCI/ State Medical Council for registration of MBBS qualification.
- d) Proof of having passed the Post graduate diploma final examination on or before **31<sup>st</sup> January, 2025**.
- e) Screenshot of NMC website confirming that the Post Graduate Diploma Medical Qualification is recognized as per NMC Act, 2019 and the repealed Indian Medical Council Act 1956.
- f) Matriculation/ High School/ Higher Secondary Certificate as a proof of Date of Birth.
- g) SC/ST/PWD/OBC/EWS 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.
- h) Valid Government issued Identity proof with Photograph.
- i) Any other relevant certificate or document such as NOC or relieving order etc.

*\* Provisional certificate of Post Graduate Diploma Medical Qualification is permissible only for those candidates who are yet to be issued the final PG Diploma certificate for their Post Graduate Diploma Medical Qualification. Refer the para below for details.*

### **Candidate who are yet to be issued final Certificate of their PG Diploma qualification:**

If the candidate has passed Post Graduate Diploma Medical Qualification and the Post Graduate Diploma Medical Qualification 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. *The letter should confirm that the final certificate has not been issued to the candidate as on date and same shall be conferred in the next convocation of the university which is yet to be held.*

**Candidates who are employed/ under any institutional bond:**

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/ Institution in case he/ she decides to opt a seat. Whereas the '**No Objection Certificate**' can be submitted while participating in the Counseling, after allotment of a seat, a '**Relieving Letter**' issued by the employer/ institution is mandatorily required to be submitted to join the DNB (Post Diploma) course. Extension of date of joining on the grounds of seeking 'Relieving Letter' from the employer/ institution shall be permitted only after approval of NBEMS.

The seat allotment letter issued to such candidates through online Counseling portal will be subject to submission of a valid 'Relieving letter' at the time of joining of the course. The date of joining of candidate can be only after the date of relieving.

All 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 at the time of certificate verification/joining the allotted institute.

All documents that are uploaded on the Counseling website by the candidate shall need to be produced in original for verification at the time of joining at the allotted institute/hospital. Failure to produce the original documents will make the candidate ineligible for participating in the Counseling or for admission to the seat allotted to him/ her.

## 6. UNFAIR MEANS:

### 6.1. IMPERSONATION IN COUNSELING

If at any stage, it is found during the counseling that candidates registering for the Counseling process have indulged in any kind of impersonation or unfair means in DNB PDCET 2025 Test and/ or Counseling/ admission process, his/ her candidature for counseling/admission to DNB PDCET course will be cancelled. The matter shall be dealt with as per Unfair Means guidelines of NBEMS. Such candidates may be debarred from taking NBEMS examinations in future as per decision of the NBEMS Examination Ethics Committee.

### 6.2. SUBMISSION OF FALSE/ FABRICATED DOCUMENTS

If, at any stage, it is found that documents uploaded/ produced for determination of eligibility for DNB PDCET - 2025 Counseling are false/ fabricated/ forged and/ or do not belong to the candidate, his/ her candidature for counseling/ admission to DNB PDCET course will be cancelled and further penal action may be taken. The matter shall be dealt as per Unfair Means guidelines of NBEMS. Such candidates may be debarred from taking NBEMS examinations in future as per decision of the NBEMS Examination Ethics Committee.

### 6.3. 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.

## 7. JOINING OF DNB (POST DIPLOMA) COURSE:

- 7.1. Candidate allotted with a seat have to download their allotment letter from NBEMS website (<http://counseling.nbe.edu.in/>) after freezing the seat and payment of First Year course fee.
- 7.2. Each candidate shall be given a prescribed time from the date of issuance of the allotment letter to report and join the allotted NBEMS accredited Medical College/ Institution/ Hospital.
- 7.3. Joining of the candidate is subject to verification of original documents and fulfillment of eligibility for admission to DNB (Post Diploma) course as per NBEMS criteria indicated in the DNB PDCET-2025 Information Bulletin and this Handbook for admission to Post Diploma DNB courses 2025 session.
- 7.4. Candidate has to begin his/ her DNB PDCET training within the prescribed time. NBEMS accredited Institute is required to update the JOINING Status of the candidate at NBEMS online portal (<http://counseling.nbe.edu.in/>) on joining of the candidate.
- 7.5. 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 NBEMS after the allotment process is completed.
- 7.6. DNB PDCET-2025 merit is valid for admission to DNB (Post Diploma) course - 2025 admission session only. The result shall not be carried forward to next session under any circumstances.
- 7.7. Joining of a candidate to an NBEMS accredited institute through Centralized Merit Based Counseling is subject to medical fitness of the candidate as assessed/ examined by the accredited hospital/institution.
- 7.8. The medical examination of the candidate shall be done by the Medical Board of the concerned NBEMS accredited institute. Candidate found fit in the medical examination shall only be allowed to join DNB (Post Diploma) course.
- 7.9. Candidates who are working at any organization are required to submit relieving letter at the allotted institute. Their joining shall only be considered after submission of the said relieving letter. Whereas the 'No Objection Certificate' can be submitted while participating in the counseling, after allotment of a confirmed seat, a 'Relieving Letter' issued by the employer/ institution is mandatorily required to be submitted to join the DNB (Post Diploma) course. Extension of date of joining on the grounds of seeking 'Relieving Letter' from the employer/ institution shall be permitted only after approval of NBEMS. The date of joining of candidate can be only after the date of relieving.



## 8. COURSE FEE GUIDELINES FOR DNB (POST DIPLOMA) TRAINING:

- 8.1. The Course Fee guidelines for NBEMS trainees have been published on the website of NBEMS (<https://natboard.edu.in>) vide notice dated 03.04.2019. Kindly refer to the said notice for detailed guidelines.
- 8.2. After allotment of a seat and payment of First Year Course Fee, the Course Fee shall NOT be refunded to the candidates, irrespective of joining or non-joining the course.
- 8.3. The course fee shall be paid by the candidate in accordance with NBEMS notice dated. 20.10.2023 which is available at NBEMS website (<https://natboard.edu.in>).
- 8.4. The accredited hospital 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.
- 8.5. NBEMS accredited Govt. institutions/hospitals can implement a service bond with prior information displayed at the time of counseling.

## 9. STIPEND GUIDELINES:

- NBEMS trainees shall be paid stipend as per its updated stipend guidelines published on NBEMS website vide [Notice dated 09.09.2024](#).

## 10. COMMUNICATION WITH NBEMS:

10.1. You can contact NBEMS through any of the following modes:

- **NBEMS Student Facilitation Centre:** +91-11-45593000 (Monday to Friday; 09:30 AM to 6:00PM)
- For any queries pertaining to counseling, candidates are requested to communicate to NBEMS Communication Web Portal <https://exam.natboard.edu.in/communication.php?page=main>

- **By Post:**

Executive Director  
National Board of Examinations in Medical Sciences,  
Medical Enclave,  
Ansari Nagar,  
New Delhi -110029

10.2. Following Information must be provided in communications addressed to NBEMS regarding DNB PDCET 2025:

- *Name of Candidate*
- *Email ID*
- *Mobile Number*
- *Correspondence Address*
- *Application ID/ Roll Number for DNB PDCET 2025*
- *Session/ Year of Examination*

Communication sent without aforesaid information may not be entertained.

10.3. Candidates are advised to carefully go through the guidelines of counseling and NBEMS website before submitting a query.

10.4. Do not send the same communication multiple times, as it will delay the response process.

## 11. PROCEDURE FOR REGISTRATION WITH NBEMS FOR DNB POST DIPLOMA COURSES AFTER JOINING IN THE ALLOTTED INSTITUTE:

- 11.1. Candidate who has Joined the allotted seat shall be referred as NBEMS trainee.
- 11.2. The candidates will upload the documents at NBEMS website (<https://counseling.nbe.edu.in>) and the hospital will also update the joining status at the same website
- 11.3. NBEMS has a web portal called as **Online Portal for Joining and Registration (OPJR)**. Candidates as well as the concerned Hospitals/ Institutes are required to complete the **Joining** as well as **Registration** formalities after conclusion of all rounds of counseling. OPJR shall not be accessible for both candidates as well as institutes during the ongoing process of counseling.
- 11.4. Subsequent to conclusion of counseling, the candidate and hospital shall be able to access the Online Portal for Joining and Registration (OPJR) through web-link <https://www.natboard.edu.in/cns.php> where they shall be required to complete the joining and registration formalities.
- 11.5. A detailed notice for Self-Appraisal shall be published after conclusion of Counseling for Joined candidates to register themselves as trainees with NBEMS. The joining of a candidate for a course is considered complete only after successful submission of Self-Appraisal to NBEMS both by candidate and its training institution.

**12. DISCLAIMER:**

- 12.1. The merit list of candidates is purely provisional and subject to the verification of documents in original. Any candidate found to have furnished incorrect information/false documents shall be disqualified from the Counseling.
- 12.2. Candidates already pursuing a Post-Graduation course (MD/ MS/ DNB/PG Diploma) are not eligible for admission to DNB PDCET courses for the entire duration prescribed for the course already joined by them earlier. This shall be irrespective of their resignation or discontinuation from the said course due to any reason.
- 12.3. If, at any stage, it is found at any stage that a candidate is already pursuing a Post-Graduation course or has left the course incomplete and has opted for DNB PDCET seat through DNB PDCET Centralized Merit based Counseling - 2025 admission session, he/ she shall have to forfeit his/ her claim for the DNB PDCET seat and action as deemed fit by NBEMS shall be taken.
- 12.4. In an unlikely event of an ineligible candidate getting admission to DNB PDCET course, NBEMS reserves its right to revoke his/ her admission from DNB (Post Diploma) course.

### 13. COMPREHENSIVE LEAVE RULES FOR NBEMS TRAINEES

NBEMS has published its Comprehensive Leave Rules for NBEMS trainees vide [NBEMS notice dated: 22.11.2024.](#)

Trainees may go through this notice regarding leave rules.



## NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES

NEW DELHI

Dated: 20-10-2023

### **NOTICE**

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**Kind Attention: NBEMS Accredited Hospitals and all NBEMS trainees**

**Subject: Payment of Annual Course Fee by NBEMS Trainees**

1. Vide NBEMS public notices dated 22.12.2020, 15.01.2021, 15.02.2021, 19.08.2021 and 21.01.2022, NBEMS has been collecting the course fee from all the ongoing trainees (of all years of training) of DNB/DrNB/FNB/Diploma courses. This course fee was thereafter transferred back to the respective hospitals in two six monthly instalments.
2. In supersession of all the above public notices, NBEMS from 2024 Admission Session will be collecting the course fee only for the first year of the course (DNB/DrNB/FNB/Diploma). This course fee collection will be done at the time of counseling. This course fee will be transferred back to the hospital in one single instalment after the joining of the candidate in the allotted hospital is confirmed.
3. The course fee for the remaining years of training will be paid by the candidates directly to the hospital with no involvement of NBEMS in the same.
4. Candidates who have joined NBEMS courses in 2023 are required to pay their second and third-year course fee directly to the hospital when such fee is payable.
5. Similarly, the candidates of 2021 and 2022 Admission Session are required to pay their 3<sup>rd</sup> year course fee directly to the hospital when such fee is payable (the 2<sup>nd</sup> year course fee is to be paid to NBEMS in 2023).
6. The candidates of Post MBBS-Direct 6-year course for 2019 Admission Session are required to pay their 5th year fee to NBEMS (payable in 2023) and 6th year fee to their training institute. Similarly, the candidates of Post MBBS-Direct 6-year course for 2020 Admission Session are required to pay their 4th year course fee to NBEMS (payable in 2023) and 5th and 6th year course fee to their training institute.
7. NBEMS trainees who have joined the seats reserved for "In-service" doctors in various NBEMS Accredited Hospitals of the State Government / Armed Forces / Railways / PSU and ESIC are not required to pay the Annual Course Fee to NBEMS. Instead, the Annual



Course Fee has to be paid to their respective hospitals as per policy and rules as applicable to these hospitals.

8. First year course fee shall be refunded back to the candidate if during the upgradation process of counseling, the candidate gets some another seat (MD/MS) but DNB seat in included in subsequent rounds of Counseling. The Refund process of such candidates shall be started only after the completion of the Counseling of the concerned admission session.
9. For any queries, please write to NBEMS through the Communication Web Portal under the “Contact Us” menu on NBEMS website <https://natboard.edu.in> or by visiting [https://exam.natboard.edu.in/communication.php?page=main\\_](https://exam.natboard.edu.in/communication.php?page=main_)



**NBEMS**

## Annexure-A

**PROFORMA FOR SCHEDULED CASTE AND SCHEDULED TRIBE CERTIFICATE**

Form of certificate as prescribed in M.H.A., O.M., No. 42/21/49-N.G.S. dated the 28.1.1952, as revised in Dept. of Per- & A.R. letter No. 36012/6/76-Est. (S. CT), dated the 29.10.1977, to be produced by candidate belonging to a Scheduled Caste or a Scheduled Tribe in support of his/ her claim.

**CASTE CERTIFICATE**

This is to certify that Shri/ Smt./ Kum. \* son/daughter\*  
of.....of village/town\* in district/Division\* .....of  
the State/ Union Territory\* .....belongs to the Caste/ Tribe

which is recognized as a Scheduled Caste/Scheduled

Tribe\*under: • The Constitution (Scheduled Caste) Order, 1950

• The Constitution (Scheduled Tribe) Order, 1950

• The Constitution (Scheduled Caste) (Union Territories) Order, 1951

• The Constitution (Scheduled Tribe) (Union Territories) Order, 1951

% 1. (as amended by the Scheduled Caste and Scheduled Tribe Lists (Modification) order, 1956, the Bombay Re-Organization Act, 1960, the Punjab Re- Organization Act, 1966, the State of Himachal Pradesh Act, 1970 the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976).

• The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.

• The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.

• The Constitution (Dadar and Nagar Haveli) Scheduled Caste Order, 1962.

• The Constitution (Dadar and Nagar Haveli) Scheduled Tribes, Order, 1962.

• The Constitution (Puducherry) Scheduled Caste Order, 1964

• The Constitution (Uttar Pradesh) Scheduled Tribes, Order, 1967.

• The Constitution (Goa, Daman & Diu) Scheduled Caste Order, 1968.

• The Constitution (Goa, Daman & Diu) Scheduled Tribes, Order, 1968.

• The Constitution (Nagaland) Scheduled Tribes Order, 1970.

The Constitution (Sikkim) Scheduled Caste Order, 1978. • The Constitution (Sikkim) Scheduled Tribes Order, 1978.

% 2. Applicable in the case of Scheduled Caste/Schedule Tribe persons who have migrated from one State/Union Territory Administration:

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe\* certificate issued

to Shri/ Smt.\* \_\_\_\_\_ father/mother of  
 Shri/Smt./Kum\* \_\_\_\_\_ of village/town  
 \_\_\_\_\_ in  
 \_\_\_\_\_ District/Division\*  
 \_\_\_\_\_ of  
 the State/Union Territory\* \_\_\_\_\_ who belongs to  
 the \_\_\_\_\_  
 \_\_\_\_\_ caste/tribe which is recognized as a Scheduled  
 Caste/Scheduled Tribe\* in the State/Union Territory\*  
 \_\_\_\_\_ issued by the  
 \_\_\_\_\_ (name of prescribed authority) vide their  
 No \_\_\_\_\_ date \_\_\_\_\_.

% 3. Shri\*/Smt.\*/Kum\* \_\_\_\_\_ and/or his/her\* family ordinary  
 reside  
 (s) in village/town\* \_\_\_\_\_ of the State/ Union Territory of \_\_\_\_\_  
 \_\_\_\_\_

Signature

Designation\_

Date: \_\_\_\_\_ (With seal of  
 Office) Place: \_\_\_\_\_ State/Union  
 Territory

\*\* \*Please delete the words which are not applicable.

- Please quote specific Presidential Order.
- % Delete the paragraph which is not applicable.

\*\*Should be signed by the Authorities empowered to issue Scheduled Caste/  
 Scheduled Tribe certificates as specified above

## Annexure-B

**PROFORMA FOR OTHER BACKWARD CLASS (OBC-NCL) CERTIFICATE**

(CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR  
ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE  
GOVERNMENT OF INDIA)

This is to certify that Shri/ Smt./ Km./ \_\_\_\_\_ Son/ Daughter of Shri/Smt./ \_\_\_\_\_ of  
Village/ \_\_\_\_\_  
Town \_\_\_\_\_ District/ Division \_\_\_\_\_ in  
the \_\_\_\_\_ State belongs to \_\_\_\_\_ the  
\_\_\_\_\_ Community which is recognized as a Backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 09/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 06/12/96 published in the Gazette of India Extraordinary part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2004.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/09/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/01/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/04/2002-BCC dated 13/01/2004.

Resolution No. 12011/09/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/ Smt./ Kum. \_\_\_\_\_ and/or his/ her family ordinarily reside(s) in the \_\_\_\_\_ District/  
Division of \_\_\_\_\_ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India. Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt. (Res.) dated 09/03/2004 or the latest notification of the Government of India.

Dated:

District Magistrate/Competent Authority Seal

**NOTE:**

- (a) The Term ordinarily used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar.
  - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.
- (c) The annual income/status of the parents of the applicant should be based on financial year ending **March 31, 2025.**

**CERTIFICATE OF DISABILITY**

(As per MCI Gazette Notification No. MCI-18(1)/2018-Med./187262 dated 5<sup>th</sup> Feb, 2019/ 14<sup>th</sup> May, 2019 for admission to Medical Courses in All India Quota)

Certificate No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of the Designated Disability Centre (as per ANNEXURE): \_\_\_\_\_

This to certify that Dr. / Mr. / Ms. \_\_\_\_\_

Aged \_\_\_\_\_ Years Son/ Daughter of Mr. \_\_\_\_\_

R/o \_\_\_\_\_

Recent Passport  
Size Photograph  
of the candidate  
duly attested by  
the issuing  
authority

DNB-PDCET Roll No. \_\_\_\_\_, Rank No. \_\_\_\_\_, has the following

Disability (Name of the Specified Disability) \_\_\_\_\_ (in percentage)

of \_\_\_\_\_ (in words) \_\_\_\_\_ (in Figures).

• **Please tick on the “Specified Disability”**

(Assessment may be done on the basis of Gazette of India, Extraordinary, Part-II, Section 3 Sub-section(ii), Ministry of Social Justice and Empowerment)

S/No.	Disability Type	Type of Disability	Specified Disability
1.	Physical Disability	A. Locomotor Disability* B. Visual Impairment* C. Hearing Impairment* D. Speech & Language Disability	a. Leprosy cured person, b. Cerebral Palsy, c. Dwarfism, d. Muscular Dystrophy, e. Acid attack Victims, f. others such as Amputation, Poliomyelitis  a. Blindness b. Low Vision  a. Deaf b. Hard of hearing  a. Organic/ Neurological causes
2.	Intellectual Disability		a. Specific Learning Disabilities(Perceptual disabilities, Dyslexia, Dyscalculia, Dyspraxia & Developmental Aphasia  b. Autism Spectrum Disorders
3.	Mental Behaviour		a. Mental illness
4.	Disability caused due to	a. Chronic Neurological Conditions b. Blood Disorders	i. Multiple Sclerosis ii. Parkinsonism i. Haemophilia, ii. Thalassemia, iii. Sickle Cell Disease
5.	Multiple Disabilities including Deaf Blindness		More than one of the above specified disabilities

• **Conclusion:** He/ She is **Eligible/ Not Eligible** for admission in Medical/ Dental courses as per the MCI Gazette Notification subject to his being otherwise medically fit.

❖ Functional competency with the aid of **Assistive devices** in case of **Locomotor\*/ Visual\*/ Hearing\* Impairment**, if any \_\_\_\_\_

Sign & Name \_\_\_\_\_  
(Concerned Specialist)

Sign & Name \_\_\_\_\_  
(Concerned Specialist)

Sign & Name \_\_\_\_\_  
(Concerned Specialist)

**ANNEXURE-D**

Government of .....

(Name &amp; Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY  
WEAKER SECTIONS CERTIFICATE**

No.....

Date:

**VALID FOR THE YEAR .....**

This is to certify that Shri/ Smt./ Kumari ..... son/ daughter/ wife of .....

permanent resident of, ..... Village/Street, ..... Post  
Office,..... District..... in the State/Union Territory..... Pin Code  
..... who  
sephotograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below  
Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... His/her family does not own

or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste,

Scheduled Tribe and Other Backward Classes (Central List).

Recent passport  
size attested  
photograph  
of the candidate

Signature with seal of Office .....

Name .....

Designation .....

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.**\*\*Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.**\*\*\*Note 3:** The property held by a **Family** in different locations or different places/cities have been clubbed while applying the land or property holding test to determine

\*\*\*\*\*

**LIST OF DNB (POST DIPLOMA) COURSES**

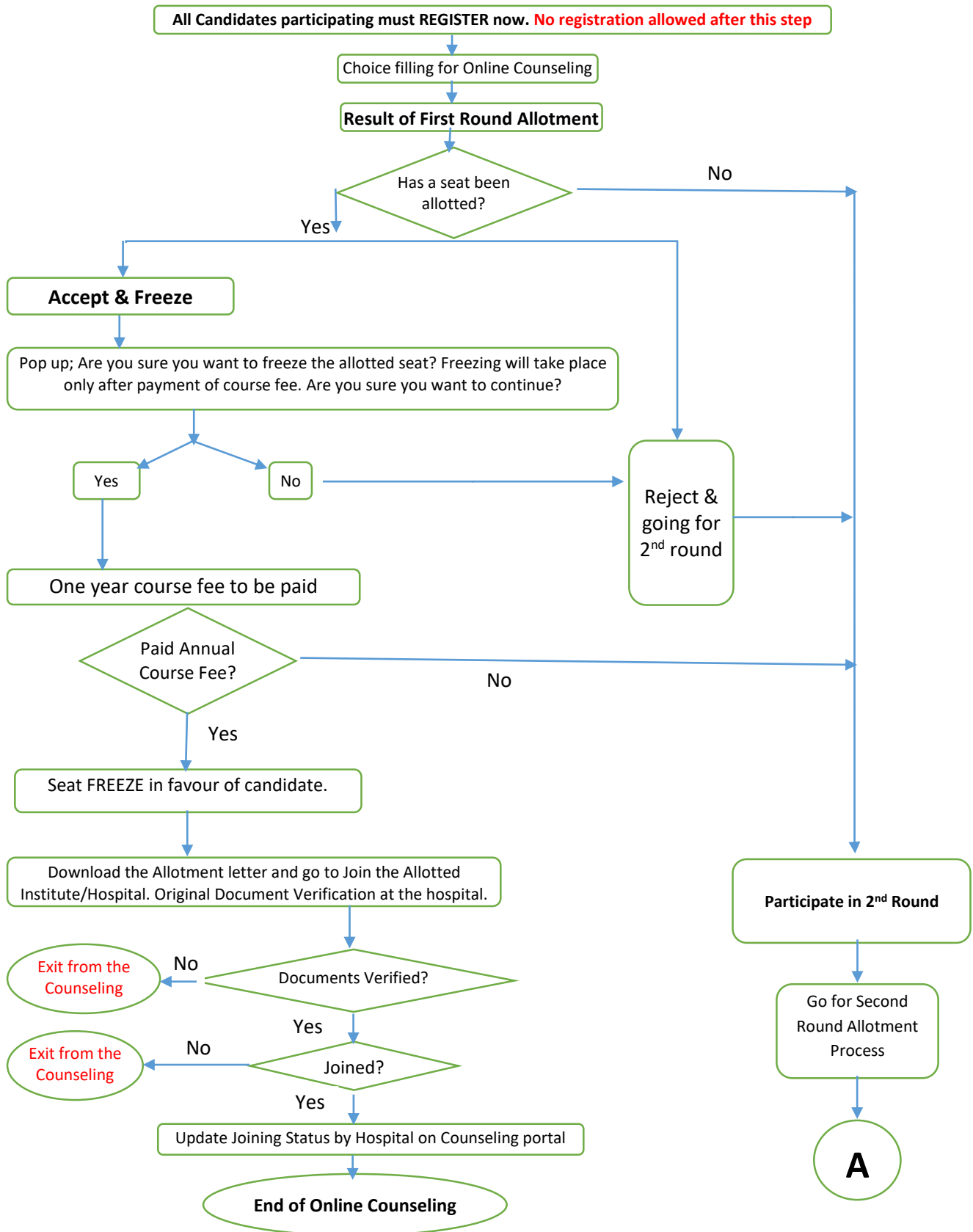
<b>Sl. No.</b>	<b>Name of Post Diploma DNB Courses</b>	<b>Eligible Feeder Diploma Qualification</b>
<b>1.</b>	Anaesthesiology	DA or DA (NBE)
<b>2.</b>	Dermatology, Venereology and Leprosy	DVD
<b>3.</b>	Family Medicine	D. Fam Med (NBE)
<b>4.</b>	Nuclear Medicine	DNM
<b>5.</b>	Obstetrics and Gynaecology	DGO or DGO (NBE)
<b>6.</b>	Ophthalmology	DOMS or DO (NBE)
<b>7.</b>	Orthopaedics	DORTHO
<b>8.</b>	Otorhinolaryngology (ENT)	DLO or DLO (NBE)
<b>9.</b>	Paediatrics	DCH or DCH (NBE)
<b>10.</b>	Pathology	DCP
<b>11.</b>	Physical Medicine and Rehabilitation	DPMR
<b>12.</b>	Psychiatry	DPM
<b>13.</b>	Radiation Oncology	DMRT
<b>14.</b>	Radio Diagnosis	DMRD or DMRD (NBE)
<b>15.</b>	Respiratory Medicine	DCTD or DTCD (NBE)

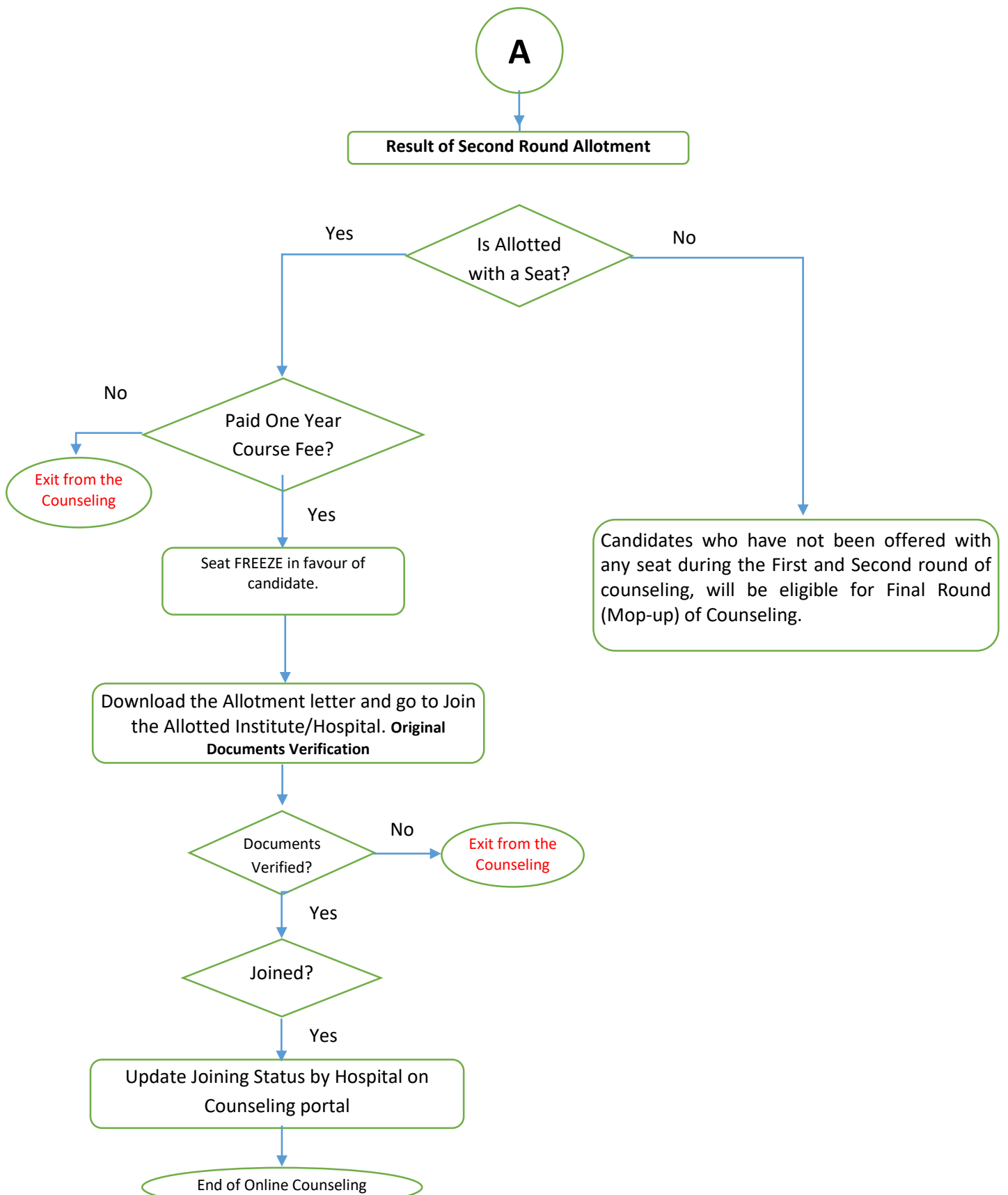
**The above mentioned courses are recognized as per NMC Act, 2019.**



**Process of Online Counseling – 2025 Admission Session**

Flow Chart



**Flow Chart**



**NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES**

Medical Enclave, Ansari Nagar, Mahatma Gandhi Marg (Ring Road)

New Delhi-110029, Candidate Helpline: 011- 45593000

(Monday to Friday: 09:30 Hrs. to 18:00 Hrs.)

Website: <https://natboard.edu.in>