

# Handbook

## Centralized Merit Based Counseling

for Admissions to

### FNB (Fellow National Board) Programme 2023 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:

Sl. No.	Counseling Process	Period
<b>FIRST ROUND</b>		
1	Registration and filling of options/choices from available seats.	5 <sup>th</sup> to 10 <sup>th</sup> June, 2024 (till 05:00 PM)
2	Processing of Allotment	11 <sup>th</sup> June, 2024
3	Result of 1 <sup>st</sup> Round Allotment	12 <sup>th</sup> June, 2024
4	Payment of 1 <sup>st</sup> Year Course Fee	12 <sup>th</sup> to 19 <sup>th</sup> June, 2024 (till 05:00 PM)
5	Physical joining at allotted Institute	12 <sup>th</sup> to 19 <sup>th</sup> June, 2024
<b>SECOND ROUND</b>		
1	Filling of option/choices for 2 <sup>nd</sup> Round of Counseling. (From available vacant seats)	25 <sup>th</sup> to 28 <sup>th</sup> June, 2024 (till 05:00 PM)
2	Processing of Allotment	29 <sup>th</sup> June, 2024
3	Result of 2 <sup>nd</sup> Round Allotment	30 <sup>th</sup> June, 2024
4	Payment of 1 <sup>st</sup> Year Course Fee	30 <sup>th</sup> June to 5 <sup>th</sup> July, 2024 (till 05:00 PM)
5	Physical joining at allotted Institute	30 <sup>th</sup> June to 5 <sup>th</sup> July, 2024
<p><b><i>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.</i></b></p>		

## 2. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE CENTRALIZED MERIT BASED COUNSELING FOR ADMISSION TO FNB COURSES- 2023 ADMISSION SESSION:

### 2.1. Eligibility:

Candidates must be in possession of Post Graduate Medical Degree/ Provisional<sup>#</sup> Pass Certificate (MD/ MS/ DM/ M.Ch./ DNB/DrNB) in eligible feeder specialty for respective fellowship course as mentioned in the Information Bulletin for FET 2023;

**AND**

Candidate must have qualified the Post Graduate Medical Qualification in eligible feeder specialty by **31<sup>st</sup> December, 2023**;

**AND**

The Post Graduate Medical Qualification in eligible feeder specialty must be recognized as per the provisions of the NMC Act 2019/repealed Indian Medical Council Act 1956;

**AND**

Candidate should possess Permanent Registration Certificate of MBBS qualification;

**AND**

Candidate must have qualified FET 2023 in the respective Fellowship Course applied.

*<sup>#</sup>Provisional Pass certificate of the Post Graduate Medical Qualification (MD/ MS/ DM/ M.Ch./ DNB/ DrNB) in lieu of Degree certificate is acceptable only for those candidates who have qualified their Post Graduate Medical Qualification (MD/ MS/ DM/ M.Ch./ DNB/DrNB) but have not been issued their degree 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 degree shall be conferred in the next convocation.*

- 2.2. Candidates already pursuing a superspecialty course (FNB/DrNB/DM/MCh) are not eligible for admission to FNB 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. In an event ineligibility is detected at any stage, NBEMS reserves its rights to cancel the result of FET 2023/candidature of such candidates for FET 2023, even if the result has been declared or candidate has participated in the counseling or admitted to the FNB course.
- 2.4. Candidates who joins FNB course in 2023 admission session, after opting a confirmed seat through FNB Centralized Online Counseling 2023 session shall not be eligible to join any other FNB/DrNB course for the entire duration of their FNB Course (i.e. 2 years). This shall be irrespective of their resignation or discontinuation from the course due to any reason.
- 2.5. Jurisdiction for disputes, if any, shall be at **New Delhi only**.

### 3. COUNSELING PROCESS:

#### **FIRST ROUND:**

- 3.1. To appear in FNB 2023 Admission Session Counseling, candidates have to register with NBEMS through the designated website (<http://counseling.nbe.edu.in/>) and have to fill the choice/ preferences of seats during the registration process. A candidate who has not registered with NBEMS 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 FNB 2023 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. He/she will also not be permitted to change his/her FNB course, either in the same institute or in 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 participating in subsequent Rounds 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 2023 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. He/she will also not be permitted to change his/her FNB course, either in the same institute or in 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 fulfills 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. 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) Permanent Registration certificate issued by MCI/State Medical Council for registration of MBBS qualification.
- c) Post Graduate Medical Qualification Pass certificate/ Provisional Pass Certificate# of qualifying examination (MD/ MS/ DM/ M.Ch./ DNB/ DrNB).
- d) Proof of declaration of result of Post Graduate Medical Qualification (MD/MS/DM/M.Ch./DNB/ DrNB) **on OR before 31<sup>st</sup> December, 2023.**
- e) Proof of Post Graduate Medical Qualification (MD/ MS/ DM/ M.Ch./ DNB/ DrNB) being recognized as per provisions of the NMC Act 2019.
- f) Matriculation/ High School/ Higher Secondary Certificate as a proof of Date of Birth.
- g) 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/M.Ch./DNB/ DrNB) was pursued.
- h) Any other relevant certificate or document such as NOC or relieving order etc.

*# Provisional certificate of Post Graduate Medical Qualification (MD / MS / DM / M.Ch. / DNB) is permissible only for those candidates who are yet to issued the degree certificate for their Post Graduate Medical Qualification (MD/MS/DM/M.Ch./DNB). Refer the para below for details.*

#### **Candidate who are yet to be issued degree certificate of their PG medical qualification:**

If the candidate has passed Post Graduate Medical Qualification and the Post Graduate Medical Qualification (MD/ MS/ DM/ M.Ch./ DNB/ DrNB) 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. *The letter should confirm that the degree 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 for a confirmed seat. 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 FNB 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.

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.

## 5. UNFAIR MEANS:

### 5.1. 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 Fellowship Entrance Test and/or counseling/ admission process, his/her candidature for counseling/admission to FNB 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.

### 5.2. SUBMISSION OF FALSE / FABRICATED DOCUMENTS

If, at any stage, it is found that documents uploaded/produced for determination of eligibility for FNB - 2023 Counseling 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 NBEMS. Such candidates may be debarred from taking NBEMS examinations in future as per decision of the NBEMS Examination Ethics Committee.

### 5.3. 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.

## 6. JOINING OF FNB COURSE:

- 6.1. Candidate allotted with a confirmed 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.
- 6.2. 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.
- 6.3. Joining of the candidate is subject to verification of original documents and fulfillment of eligibility for admission to FNB as per NBEMS criteria indicated in the FET-2023 Information Bulletin and this Handbook for FNB 2023.
- 6.4. Candidate has to begin his/her FNB training within the prescribed time. NBEMS accredited Institute is required to upload the JOINING REPORT of the candidate to NBEMS online portal (<http://counseling.nbe.edu.in/>) in the prescribed format i.e. Annexure – ‘A’ (FNB - 2023) on joining of the candidate.
- 6.5. 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.
- 6.6. FET-2023 merit is valid for admission to FNB - 2023 admission session only. The result shall not be carried forward to next session under any circumstances.
- 6.7. 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.
- 6.8. 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 FNB course.
- 6.9. NBEMS reserves its rights to take a final decision in the matter of a candidate being found unfit in medical examination and may undertake medical examination of candidate at its sole discretion.
- 6.10. 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 FNB 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.

## 7. FEE GUIDELINES FOR FNB TRAINING:

- 7.1. The 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.
- 7.2. Fee Structure for FNB Training as per aforesaid guidelines is as follows:

Heads	Charges* (in INR) per year
▪ Tuition Fees	75,000/-
▪ Library Fees	15,000/-
▪ Annual Appraisal Fees	15,000/-
▪ Accommodation Charges	20,000/-
<b>Total Course Fee</b>	<b>1,25,000/-</b>

*\*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 this amount*

- 7.3. After allotment of a confirmed 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.
- 7.4. 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>).
- 7.5. 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.
- 7.6. NBEMS accredited Govt. institutions/hospitals can implement a service bond with prior information displayed at the time of counseling.

## 8. STIPEND GUIDELINES:

- 8.1. NBEMS has published its Stipend Guidelines vide notice dated 02.04.2019 and subsequent notices, if any, published time to time.
- 8.2. Paying stipend to NBEMS trainees is compulsory.
- 8.3. According to the NBEMS stipend policy, the hospital shall have to pay the NBEMS trainees *a basic stipend as follows or basic stipend according to state government policy* (whichever is higher):

### Post MBBS DNB (Broad Specialty) Programme:

Year of DNB Training	Stipend (in INR) per month
• First Year	35,000/-
• Second Year	37,000/-
• Third Year	39,000/-

### Post Diploma DNB (Broad Specialty) Programme:

Year of DNB Training	Stipend (in INR) per month
• First Year	35,000/-
• Second Year	37,000/-

### DNB (Super Specialty) Programme:

Year of DNB Training	Stipend (in INR) per month
• First Year	41,000/-
• Second Year	43,000/-
• Third Year	45,000/-

### DNB Super Specialty Direct 6 Year Courses (Post MBBS Trainees):

Year of DNB Training	Stipend (in INR) per month
• First Year	35,000/-
• Second Year	37,000/-
• Third Year	39,000/-
• Fourth Year	41,000/-
• Fifth Year	43,000/-
• Sixth Year	45,000/-

**FNB Programme:**

Year of FNB Training	Stipend (in INR) per month
• First Year	41,000/-
• Second Year	43,000/-

8.4. The phrase “*basic stipend according to state government policy*” in para 2 should be interpreted for different states as detailed under:

Categories of States	The phrase “ <i>basic stipend according to state government policy</i> ” in NBEMS stipend guidelines should be interpreted as under:	
	For DNB Broad Specialty trainees	For DNB Super Specialty & FNB trainees
States where the stipend to MD/MS and DM/M.Ch. trainees of State Govt. Medical Colleges is paid as a <i>consolidated sum</i> (without any break-up of basic pay and allowances)	The consolidated sum paid to MD/MS trainees of State Govt. Medical Colleges	The consolidated sum paid to DM/M.Ch. trainees of State Govt. Medical Colleges
States where the stipend paid to MD/MS and DM/M.Ch. trainees of State Govt. Medical Colleges is structured as a “Basic pay plus various allowances” and paid as per recommendations of 7th CPC	Pay level 10 of 7th CPC {Cell 1, 2 and 3 of pay level 10 in pay matrix of 7th CPC correspond to First, Second and Third year of training respectively}	Pay level 11 of 7th CPC {Cell 1, 2 and 3 of pay level 11 in pay matrix of 7th CPC correspond to First, Second and Third year of training respectively}

\* This does not include any kind of allowances as may be paid to MD/MS candidates in respective states. It is at liberty to the accredited hospitals to pay any allowances over and above the basic pay.

8.4 NBEMS accredited hospitals are at liberty to pay NBEMS trainees a monthly stipend more than the minimum stipend prescribed by NBEMS.

8.5 The said stipend guidelines further require that parity to the basic stipend paid by respective State government should be maintained and rates of stipend may accordingly be periodically revised.

8.6 All NBEMS accredited hospitals/institutes are hereby advised to comply with the NBEMS guidelines for payment of stipend. Failure to do so shall invite appropriate action as deemed fit by NBEMS including but not limited to withdrawal of accreditation.



## 9. COMMUNICATION WITH NBEMS:

9.1. ORAL requests would not be entertained by NBEMS.

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

- 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

9.3. Following Information must be provided in emails addressed to NBEMS regarding FET 2023:

- *Name of Candidate*
- *Email ID*
- *Mobile Number*
- *Correspondence Address*
- *Application ID/Roll Number for FET 2023*
- *Session/Year of Examination*

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

## 10. PROCEDURE FOR REGISTRATION WITH NBEMS FOR FNB AFTER JOINING IN THE ALLOTTED INSTITUTE:

- 10.1. Candidate who has Joined the allotted seat shall be referred as NBEMS trainee.
- 10.2. NBEMS has introduced a web portal named 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 during the ongoing process of counseling.
- 10.3. 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.
- 10.4. 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.
- 10.5. A detailed notice for self-appraisal shall be published after conclusion of counseling for joined candidates to register themselves as trainees with NBEMS.

**11. DISCLAIMER:**

- 11.1. 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.
- 11.2. Candidates already pursuing a superspecialty course (FNB/DrNB/DM/MCh) are not eligible for admission to FNB 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.
- 11.3. If, at any stage, it is found at any stage that a candidate is already pursuing a Super Speciality course (FNB/DrNB/DM/MCh) or has left the course incomplete and has opted for FNB seat through FNB Centralized Merit based Counseling – 2023 admission session, he/she shall have to forfeit his/her claim for the FNB seat and action as deemed fit by NBEMS shall be taken.
- 11.4. In an unlikely event of an ineligible candidate getting admission to FNB course, NBEMS reserves its right to revoke his/her admission from FNB course.

## 12. LEAVE RULES FOR DNB/FNB TRAINEES:

- 12.1. DNB/FNB Trainees are entitled to avail leave during the course of DNB/FNB training as per the Leave Rules prescribed by NBEMS.
- 12.2. A DNB/FNB Trainees can avail a maximum of 30 days of leave in a year excluding regular duty off/ Gazetted holidays as per hospital/institute calendar/policy. This leave shall be processed at the institutional level.
- 12.3. In case the number of leaves availed by any candidate exceeds one year, the candidature of the candidate may be cancelled.
- 12.4. Any kind of study leave is not permissible to DNB/FNB Trainees.
- 12.5. Under normal circumstances leave of one year should not be carried forward to the next year. However, in exceptional cases such as prolonged illness, the leave across the DNB/FNB training program may be clubbed together with prior approval of NBEMS.
- 12.6. Unauthorized absence from DNB/FNB training for more than 7 days may lead to cancellation of registration and discontinuation of the DNB/FNB training and rejoining shall not be permitted. Any candidate who is on unauthorized absence shall require prior permission of the NBEMS before re-joining the Institute/ Hospital. The Institute/ Hospital shall immediately inform NBEMS regarding the unauthorized absence of any DNB trainee.
- 12.7. Any Leave availed by the candidate other than the eligible leave (30 days per year) shall lead to extension of DNB /FNB training. The training institute has to forward such requests to NBEMS along with the leave records of the candidate since his/her joining and supporting documents (if any) through the Head of the Institute with their recommendation/comments. NBEMS shall consider such requests on merit provided the seat is not carried over and compromise with training of existing trainees in the Department.
- 12.8. Any extension of DNB/FNB training beyond the scheduled completion date of training is permissible only under extra-ordinary circumstances with prior approval of NBEMS. Such extension is neither automatic nor shall be granted as a matter of routine.
- 12.9. DNB/FNB trainees are required to complete their training by a prescribed cutoff date (as per information bulletin of Exit exam) for being eligible to DNB/FNB Exit examination.
- 12.10. The eligibility for DNB/FNB Final Examination shall be determined strictly in accordance with the criteria prescribed in the respective information bulletin.

**13. FREQUENTLY ASKED QUESTIONS(FAQ):****Q. How can I know the counseling schedule and Seat Matrix Details?**

**A.** The schedule and Seat Matrix for FNB Centralized counseling is available on NBEMS's Counseling Website: <https://counseling.nbe.edu.in> and at <https://natboard.edu.in>

**Q. Are the registration/ participation fee/ payment gateway charges refundable in all the cases?**

**A.** NO.

**Q. How many options a candidate can select during the registration and choice filling process.**

**A.** The registered candidates are allowed to select and arrange the choices of seats in the order of their preference. The candidate can select any number of choices of seats available for counseling. However, candidates are cautioned not to fill the choices in which they are not interested to join, if they do so and allotted with such seat, they will not be eligible for Final Round(Mop-up) counseling (if conducted). Please refer chapter – 3 for further details.

**Q. Difficulty in login, what may be the problem(s)?**

**A.** Follow the instructions about use of browser (Mozilla Fire Fox, Internet Explorer - (Latest Version), Google Chrome), use of same spellings, same format of date (Use digits for day, month and year with - in between) as in application form submitted to National Board Examinations (NBEMS), New Delhi. Please clear cache of the browser. The internet connection should be uninterrupted. If internet connection interruption takes place, the IP address which is being monitored will change and session expired message will be displayed. Please try to login from another computer from which other candidate(s) has logged in successfully, if possible.

**Q. If there is discrepancy in spelling of name in documents and application form, what do I do?**

**A.** Your name appearing during the counseling registration process is the same which you have entered during the registration of FET-2023 exam. If there is a discrepancy in spelling in documents, candidate must carry proof that the documents belong to same person, in form of an affidavit / undertaking. The acceptance of any documents in name other than the name mentioned in allotment letter shall be subject to due verification by the hospital.

**Q. Is it necessary to produce the original documents at the time of Joining in the allotted institute?**

**A.** Candidate have to produce all the prescribed documents 'IN ORIGINAL' at the time of Certificate Verification during Joining in the allotted institute and also at the time of FACE ID verification (if conducted). In addition, candidates are required to upload the scanned copies of the original documents during the registration process of counseling.

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

**A.** Yes, Candidates are required to produce one of the following Govt. issued ID card in original at the time of Credential and FACE ID Verification (if conducted) at allotted institute during joining/designated centres of NBEMS:

- PAN card

- Passport issued by Govt of India
- Voter ID card
- Driving License
- Aadhaar Card (with photograph)

No other ID proof will be accepted. The scanned copy of the same should be uploaded on the website during the registration process.

**Q. What if I am employed and wish to attend the counseling?**

**A.** You can attend the counseling with NOC (issued from your employer) and opt for a seat also, however, if a candidate is employed, he/she has to furnish a 'Relieving letter' issued by competent authority/Employer at the time of joining in the allotted institute. Should you require any extension of date of joining on account of obtaining relieving letter from your employer, please seek approval of NBEMS.

**Q. What if I am under Bond and wish to attend the counseling?**

**A.** You can attend the counseling and opt for a seat also, however, if a candidate is under bond, he/she has to furnish a 'Bond Free Certificate/NOC' issued by competent authority/University at the time of joining in the allotted institute.

**Q. Can I participate in counseling of future sessions based on FET-2023 result?**

**A.** No, the FET-2023 result and merit are valid for the current session (2023 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 the training institute/hospital to NBEMS.

**Q. What if I resign from the seat opted in the counseling. Will I be eligible for future FNB?**

**A.** Candidates already pursuing FNB course are not eligible for admission to FNB Courses till such time they have completed the entire duration of the prescribed course. Candidates already pursuing a superspecialty course (FNB/DrNB/DM/MCh) are not eligible for admission to FNB 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.

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

**A.** Yes, all candidates who have joined FNB training are required to get registered with NBEMS for FNB course. A provisional registration number is issued on completion of self-appraisal by the trainee and its verification by the training institution.

Details regarding self-appraisal shall be notified on NBEMS website on conclusion of counseling.

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## 14. LIST OF ABBREVIATIONS

<b>Sl.No.</b>	<b>Abbreviations</b>	<b>Name</b>
1.	DNB	Diplomate National Board
2.	DrNB	Doctorate National Board
3.	FNB	Fellow National Board
4.	FET	Fellowship Entrance Test
5.	FEE	Fellowship Exit Examination



## 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 is 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>.



**NBEMS**

**JOINING REPORT (ANNEXURE – A) – FNB 2023**

Format of Joining Report to be furnished by all FNB Candidates who have been allotted FNB seats at NBEMS accredited Medical Colleges/Institutions/Hospitals for FNB training, through FNB Centralized Online Counseling – 2023 admission session

**NOTE: Ensure that Joining Report MUST be issued on an OFFICIAL LETTER HEAD 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: dd / mm / 2024**

The Executive Director  
National Board of Examinations In Medical Sciences  
(Ministry of Health & Family Welfare, Govt. of India)  
Ansari Nagar, Mahatma Gandhi Marg (Ring Road)  
New Delhi-110029

**Sub: Furnishing of Joining Report for FNB course (2023 Admission Session).**

Sir,

It is certified that Dr. \_\_\_\_\_  
Son/Daughter/Wife of \_\_\_\_\_ who has appeared in  
FET 2023 (03<sup>rd</sup> March, 2024) conducted by NATIONAL BOARD OF EXAMINATIONS IN  
MEDICAL Sciences vide Roll No. \_\_\_\_\_ has reported for joining FNB course at our  
NBEMS accredited Medical College/Institution/Hospital on \_\_\_\_\_ (Date of Joining FNB  
training). He/she has scored \_\_\_\_\_ rank in FET 2023 admission session as per the seat allotment  
letter received from NBEMS.

His/her original documents have been verified for their genuineness & authenticity. It is also  
certified that this candidate is eligible for admission to FNB as per NBEMS guidelines published  
in the Information Bulletin for FET 2023 and the Handbook for **FNB 2023** admission session.

He/she may be registered for FNB course 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 leave guidelines of NBEMS.

Yours sincerely

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

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

STAMP OF DEAN / PRINCIPAL /  
MEDICAL SUPERINTENDENT / HOI

**LIST OF FELLOWSHIP (FNB) COURSES**

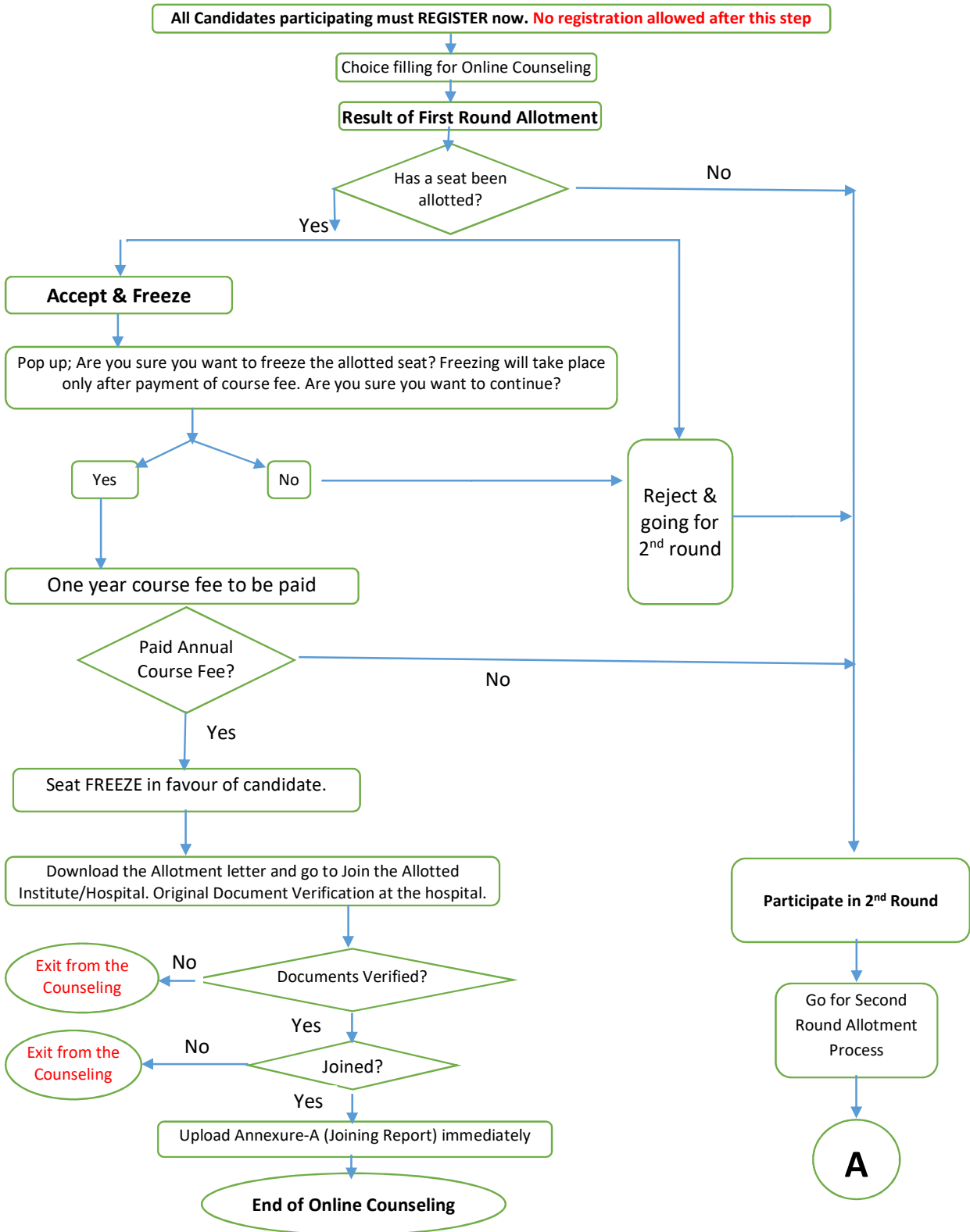
<b>Sl. No.</b>	<b>Name of NBEMS Fellowship (FNB) Course</b>
1.	Arthroplasty
2.	Bariatric Surgery
3.	Breast Imaging
4.	Cardiac Electrophysiology
5.	Fetal Radiology
6.	Hand & Micro Surgery
7.	Head & Neck Oncology
8.	Interventional Cardiology
9.	Liver Transplantation
10.	Maternal and Foetal Medicine (High Risk Pregnancy & Perinatology)
11.	Minimal Access Surgery
12.	Minimal Access Urology
13.	Musculoskeletal Radiology (MSK Radiology)
14.	Neurovascular Intervention
15.	Onco- Anaesthesia
16.	Paediatric Anaesthesia
17.	Paediatric Gastroenterology
18.	Paediatric Haemato-Oncology
19.	Paediatric Nephrology
20.	Paediatric Urology
21.	Pain Medicine
22.	Renal Transplant

<b>23.</b>	Reproductive Medicine
<b>24.</b>	Spine Surgery
<b>25.</b>	Sports Medicine
<b>26.</b>	Transplant Anaesthesia
<b>27.</b>	Trauma and Acute Care Surgery (Trauma Care)
<b>28.</b>	Trauma Anaesthesia & Critical Care
<b>29.</b>	Vitreo Retinal Surgery

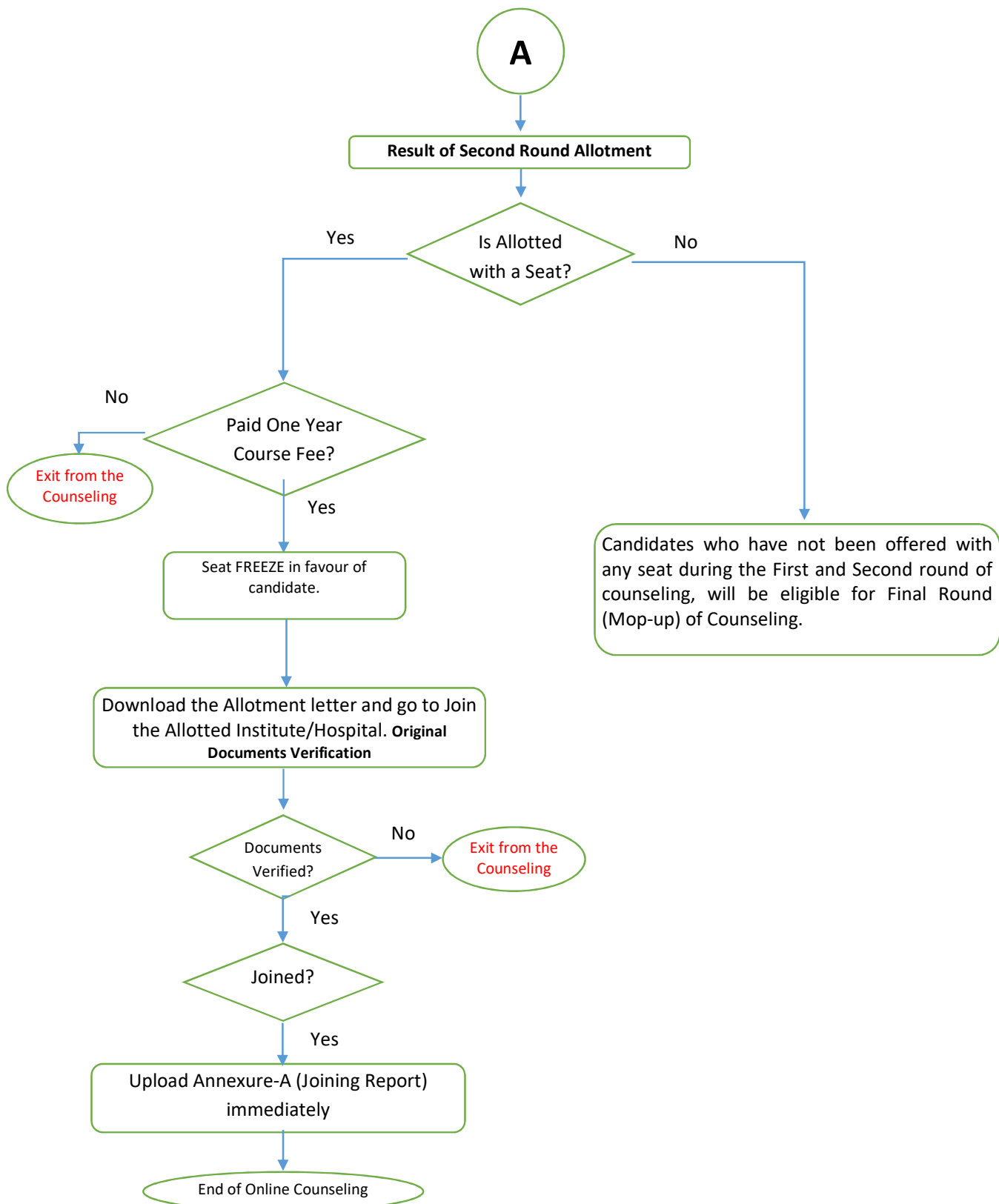
**The above mentioned courses are recognized as per NMC Act,2019.**

**Process of Online Counseling – 2023 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>