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# 1. Instructions to Fill Online DNB Final Application Form

- 1.1. Applicant candidates shall be required to register online at *Online Exit Examinations Portal (OEEP)* for submission of DNB Final Examination application to National Board of Examinations in Medical Sciences. The Online Exit Examination Portal can be accessed through NBEMS website <https://natboard.edu.in>
- 1.2. After successful registration and submission of application, candidates can login to their *OEEP* account to check the status of the online application submitted for DNB Final Examinations, any deficiency communicated to them to download the admit cards
- 1.3. Application for DNB Final Theory Exam - October 2024 can only be submitted online through National Board of Examinations in Medical Sciences website <https://natboard.edu.in> There is no other methodology for application submission. Application submitted through any other mode shall be summarily rejected.
- 1.4. Following steps shall be required to be completed in sequence for application submission to NBEMS:
  - A. **Register a User - Online**
  - B. **Complete Application form, Examination City Selection and Upload Prescribed Documents - Online**
  - C. **Pay Examination Fee - Online**
- 1.5. The applicant candidate shall register a username and create his/her online profile with *Online Exit Examinations Portal*. On successful creation of candidate profile, the applicant shall be required to complete the DNB Final Examinations application form, pay the prescribed examination fee and upload the prescribed documents

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online. Candidates shall be able to preview the application form for any corrections required before final submission.

- 1.6. The applicant candidate may save and print the application form submitted online for future reference. There is no requirement to submit the hard copy print out of the application form and documents uploaded to NBEMS.
- 1.7. The *Online Exit Examinations Portal* shall be the window of communication with the applicant candidate. DNB Final Examinations related information shall be accessible to the candidate at this portal.

## A. Register a User - Online

- 1.8. **New User Registration:** All candidates desirous of applying for DNB Final Examinations shall be required to create a profile with *Online Exit Examinations Portal (OEEP)*. The applicant candidate can always modify some of the information in the existing profile by logging in using its user ID and password. If password is lost, it can be retrieved by clicking "*Forgot Your Password*".
- 1.9. After opening the NBEMS website <https://natboard.edu.in>, click on Exit Exam Portal Quick link (available in top bar) to access the *Online Exit Examinations Portal (OEEP)*. To apply for DNB Final Examination October 2024, Click at "**Apply for DNB Final Examination**". You will be diverted to a Registration/login page.
- 1.10. If the applicant candidate is a first time user at this portal, click "*Register New User?*"
- 1.11. **Candidates who have already registered a user to apply for DNB Final Examination in previous sessions are strongly advised not to re-register a new user.**

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- **Username/User ID:** Candidates who would register a “New User” will get their system generated username/User ID and password at the email ID provided on completion of profile creation. Application ID is generated after successful submission of an application. Application ID is not the User ID for login purpose.
  - **Name:** Name in your examination application should match with the **name in the Letter of Registration issued by NBEMS or Name mentioned in MD/MS degree certificate, as the case may be.**
    - In an event your name has changed subsequent to getting registered with NBEMS/ issuance of MD/MS degree certificate, you can apply in your changed name with documents in supports of changed name such as Gazette notification of change in name, supporting affidavit, Govt issued ID proof in changed name etc. NBEMS may require additional documents in support/ clarifications for accepting the application with changed name.
    - In an event your name has changed prior to getting registered with NBEMS/ issuance of MD/MS degree certificate, you can apply in your changed name after getting your name changed in letter of registration issued by NBEMS/MD/MS degree certificate issued by your university.
    - Name once registered for the DNB Final Examination can not be edited in the applications to be submitted. Request for change of name after submission of application shall not be considered.
  - **Gender, Date of Birth and Nationality:** Indicate your gender; Day, Month & Year of your birth and Nationality.
  - **Email ID:** Email ID chosen by the applicant candidate shall be verified through a system generated OTP for user creation. Same email ID can not be used for registration of any other user concurrently. Please note that all email correspondence with the applicant candidate shall be done at this email ID only. Correspondence received from any other email ID of the candidate shall not be entertained.

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- **Mobile No:** Please provide the desired mobile number for receiving all Exit Examinations related communications. Please note that all telephonic correspondence with the applicant candidate shall be done at this mobile number only. You can always modify the existing profile by logging in using your user ID and password.

## **B. Complete Application form, Examination City Selection and Upload prescribed documents - *Online***

- After registering the user, please choose the correct tab for the examination you wish to appear in. The candidate can either continue to fill the desired application form by clicking at the link **“Go to Application Form”** or can fill the application at a later stage after login in using the User ID and Password received at email.

1.12. The homepage of the *Online Exit Examinations Portal* provides two quick links:

1.12.1. ***Apply for DNB Final Examinations:*** The online application form for DNB Final Examinations can only be accessed through this quick link. To create a user and to submit the application for October 2024, click on this link. After registration of user and getting a User ID, again click on this link and login to complete & submit the application form.

1.12.2. ***Candidate Login after Application Submission:*** This login would allow tracking the status of application, deficiency issued if any, to download Admit Card and access to practical examination details once the candidate qualifies the theory examination. This login shall be active only for those who have successfully submitted an online application. It may take few days after application submission for this login to be active.

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1.13. While filling the application form, the candidate shall be required to select one of choices under following heads :

- **Select Your Examination:**

*Theory & Practical/Only Practical*

*DNB Final Broad Specialty*

- **Select Specialty for Examination to be taken**

- **Category of Candidate:**

- **Broad Specialty:** *Post MBBS DNB Candidate/ Post Diploma DNB Candidate/ MD-MS Qualified Candidate*

1.14. The candidates who have been DNB trainees shall be required to enter their Registration Number provided by National Board of Examinations in Medical Sciences in the letter of registration issued to them. Please enter the registration number in the same format as mentioned in the letter of registration. The system will check the status of thesis submission and acceptance thereafter. After entering the registration number, click on the link “**Click here to see thesis status**” to fetch your thesis status. Candidates who fulfill the thesis related requirement prescribed in the bulletin shall alone be allowed to complete the application form. For any query related to thesis status/status not being updated in NBEMS database, please contact thesis section of NBEMS through the communication web portal of NBEMS.

1.15. **Upload of Prescribed Documents, Photograph and Scanned Signatures:** The candidate shall be required to upload **scanned copies of original documents** at indicated places as per details mentioned below:

**Applicable Only For DNB Candidates:**

- MBBS Degree Certificate
- DNB Training completion certificate as per the format given in the information bulletin at Annexure-III/IV.
- Registration letter issued by NBEMS.

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- Thesis acceptance letter issued by National Board of Examinations in Medical Sciences/Proof of submission of thesis to National Board of Examinations in Medical Sciences for assessment, which ever is applicable as per information bulletin
  - National Board of Examinations in Medical Sciences approval in cases of extension of training (in cases of Maternity leave/ Paternity Leave/ Medical Leave/ Excess leave)

### **Applicable Only For MD/MS Candidates:**

- MBBS Degree Certificate
- MD/MS Degree certificate/Provisional Pass Certificate (PPC)\*\*##
- Bonafide certificate confirming to the name of medical college from which eligible qualification i.e. MD/MS has been pursued.
- Following documents supporting post graduate qualification being recognized as per the provisions of the NMC Act 2019:
  - **Self attested copy of print-out of NMC website ([www.nmc.org.in](http://www.nmc.org.in))** confirming to the additional PG Degree qualification being **“Recognized”/ “Permitted”** as per provisions of the NMC Act.
  - If additional PG degree qualification is **NOT listed as “Recognized”/“Permitted”** on NMC website, please upload one of the following two documents:
    - **Additional Qualification Registration Certificate (AQRC) issued by NMC/MCI, OR**
    - **Additional Qualification Registration Certificate (AQRC) issued by State Medical Council + IMR Certificate issued by NMC/MCI** wherein said additional PG Degree qualification is listed as registered

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- ❖ *If PPC/Degree Certificate of MD/MS qualification has not been issued, a copy of result notification duly certified by the Dean/Registrar/Principal of the university/medical college as a proof of declaration of MD/MS result in public domain on or before **31st August 2024** to be submitted. Such candidates shall be required to submit the Provisional Pass Certificate/Degree Certificate of MD/MS qualification before declaration of DNB final theory results.*

### **For All Candidates**

Please upload following as per Image Upload Guidelines mentioned at the end of this Information Bulletin:

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- **Latest Photograph**
  - **Scanned Signatures**
  - **Thumb Impression**

Admit Cards will not be issued to the candidates who fail to submit the above mentioned essential documents.

## **C. Pay Examination Fee**

1.16.**Payment of Fee:** The candidate shall be required to make requisite payment of prescribed examination fee online.

1.17.After successful payment of required fee, the process of submission of the application of the candidate shall be completed.

1.18.**Acknowledgement of Online Application Submission:** An acknowledgement email shall be sent for receipt of online DNB Final Examinations Application at NBEMS. The acknowledgement shall bear an **Application Form ID**. Please preserve this form ID for future correspondence with National Board of Examinations in Medical Sciences regarding application.

## **D. Quick Links on Online Portal:**

1.19.After successful submission of online application for DNB Final Examination, the candidate access Exit Examination Portal at National Board of Examinations in Medical Sciences website <https://natboard.edu.in> and needs to login through the quick link "**Candidate login after application submission**". This login shall be active few days after the application submission.

1.20.**Status of Application:** The applications submitted by the candidates can be tracked through *Online Exit Examinations Portal* (OEEP) for status of application processing. Updated processing status of application submitted shall be reflected on the portal.

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- 1.21. Candidates who are issued admit card by NBEMS shall be able to download the admit card/other communications through *Online Exit Examinations Portal*.
- 1.22. The candidate shall also be able to upload deficient documents, if so required by National Board of Examinations in Medical Sciences, through this portal.
- 1.23. **Update Profile:** The candidate shall be able to update the mobile number, email ID, correspondence address by clicking “*Update Profile*” quick link. No other parameter shall be updated in NBEMS records unless supported with appropriate authenticated documents.
- 1.24. **Change Password:** The candidate shall be able to update his/her Password through *Online Exit Examinations Portal*.
- 1.25. **Information Bulletin:** The candidate can access Information Bulletins through this quick link.
- 1.26. **Notices & Circulars:** Relevant notices and circulars shall be uploaded here.