

**PROCEDURE TO BE FOLLOWED FOR ADMISSION OF DNB CANDIDATES IN
JAGJIVANRAM RAILWAY HOSPITAL, MUMBAI**

1. In-charge of the Department will verify the allotment of the candidate to Jagjivanram Railway Hospital (JRH) in the subject -- Letter from National Board of Examinations (NBE) sent to candidate has to be verified.
2. Candidate will collect 'Joining Letter Format' and 'Medical Examination Format' from concerned clerk or Dept I/C, and submit as per instructions.
3. In-charge of the Department will verify the original certificates of the candidate, including rank letter of counseling.
4. **MEDICAL EXAMINATION** of the candidate has to be completed first. Chest X – ray and Urine routine to be done in JRH, after paying fee Rs 93/- (60+33) as non-railway (requisition will be given by Dept I/C). Physical examination to be done by a Board consisting of Physician, Surgeon (or any IRMS Dr) & Ophthalmologist, and Chairman would be the senior most among the medical board members. Gynecologist is co-opted in case of female DNB candidates.
5. Once candidate is declared **FIT** medically, He/She should submit Joining letter to MD through proper channel. Candidate should carry minimum 3 copies of all relevant documents.
6. DNB course fees to be collected by **Demand Draft Only**, drawn on any nationalized bank in favour of **“Sr DFM – BCT, Western Railway”**, payable at Mumbai. Training fees shall be **Rs. 1,25,000/-** (Rupees One lakh twenty-five thousand only) plus 18% GST per year. Candidate should write Name, DNB Subject, Primary/ Post diploma, date of joining, year of training, on the reverse of DD. **(If not already submitted at the time of counseling at NBE)**
7. Subsequently candidate will deposit annual fee directly to NBE as per their guideline and instructions.
8. The joining report (Annexure-A) of the candidate as per format of NBE has to be issued to the candidate on the official letter – Head of J.R. Hospital on the same day duly signed by the Medical Director – JRH. This is to be scanned and uploaded at NBE site and the acknowledgement is to be sent to the National Board of Examinations, New Delhi by Speed Post as per instruction.
9. All of the above steps are to be completed within the deadline date mentioned on the NBE's letter given to candidate, failing which the candidate shall not be allowed to join.
10. **Emoluments:** Equivalent to State Government Resident's stipend and governed by Railway Board rules. It may change as per instruction from Railway Board in between the course tenure also.
11. Deposit 'Doctors Academic Club- JRH' contribution to the respective In-charge within a week.
12. Submit KYC Documents, cancelled cheque and declaration form to COS/Estt, (MD OFFICE) with copy of Joining Letter at Establishment section for stipend purpose within a week.
13. Candidate should submit hostel allotment letter in a format to **'Care taker'** of the hostel at Janitor room, JRH.
14. Please visit following site for details -
http://www.wr.indianrailways.gov.in/view_section.jsp?lang=0&id=0,1,684

I, Dr understood and agreed with above instructions.

Date:
(in 2 copy)

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Candidate Sign