

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

1. Candidate will collect 'Joining Letter Forms' and 'Medical Examination Forms' from concerned clerk at MD office or DNB Incharge, and submit as per instructions.
 2. Head of the Department (HOD) will verify the allotment of the candidate to Jagjivanram Railway Hospital (JRH) in the subject issued by National Board of Examinations (NBE)/ Medical Council Committee (MCC). HOD will verify the original certificates of the candidate and arrange for the medical examination.
 3. **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 228/- (195+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.
 4. Once candidate is declared **FIT** medically, He/She should submit Joining letter to MD through proper channel i.e DNB incharge. Candidate should carry copies of all relevant documents with original for verification as per **information bulletin of counselling/Handbook by NBEMS**.
 5. DNB course fees to be deposit directly to NBEMS as per their instructions. In service candidates (IRHS) will deposit 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) for first year. Candidate should write Name, DNB Subject, Primary/ Post diploma, date of joining, year of training, on the reverse of DD.
 6. Subsequently candidate will deposit annual fee through NBEMS as per instructions from NBEMS.
 7. The joining report (Annexure-A) of the candidate as per format of NBE will be issued to the candidate on the official letter – Head of J.R. Hospital, duly signed by the Medical Director – JRH. This is to be scanned and uploaded at NBEMS site and the original copy with acknowledgement is to be sent to the National Board of Examinations, New Delhi as per instruction.
 8. All of the above steps are to be completed within the deadline date mentioned on the NBEMS's letter given to candidate, failing which the candidate shall not be allowed to join.
 9. **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.
 10. Deposit 'Doctors Academic Club- JRH' contribution to the respective In-charge within a week.
 11. Submit KYC Documents, cancelled cheque and declaration form to COS/Estt, (APO Office) with copy of Joining Letter for stipend purpose within commencement of next month.
 12. Candidate should submit hostel allotment letter in a format to '**Care taker**' of the hostel at Janitor room, JRH. Hostel Incharge are Dr Sushma Rahate (Ophthalmologist), Dr Saurabh (OBGY), Dr Rohini (ENT).
 13. Please visit following site for more details under about us- <http://www.wr.indianrailways.gov.in>
- I, Dr understood and agreed with above instructions.

Date:
(in 2 copy)

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Candidate's Sign