National Board of Examinations

Diplomate of National Board Centralised Entrance Test (DNB-CET) July 2017 Admission Session

Registration Guide

Important Instructions

1. Candidates must check their eligibility for DNB-CET July 2017 admission session on **www.nbe.edu.in**
2. "*****" indicates mandatory field. The boxes marked with this symbol must be filled in or candidates will not be allowed to complete the registration.
3. Candidates must ensure that they have a valid and unique email address before beginning the registration process.
4. Candidates appearing for DNB-CET will not be able to register and schedule for any other exam.

Overview

To register to take the DNB-CET 2017, go to **www.nbe.edu.in** and click on the "Register for DNB-CET" link. Candidates can register and schedule for the DNB-CET2017 from **13th April – 13th May 2017.**

During registration, candidates will:

1. Create a profile.
2. Complete the DNB-CET application.
3. Schedule the exam
4. Pay for the exam.

Estimated time to complete this process: 15 minutes.

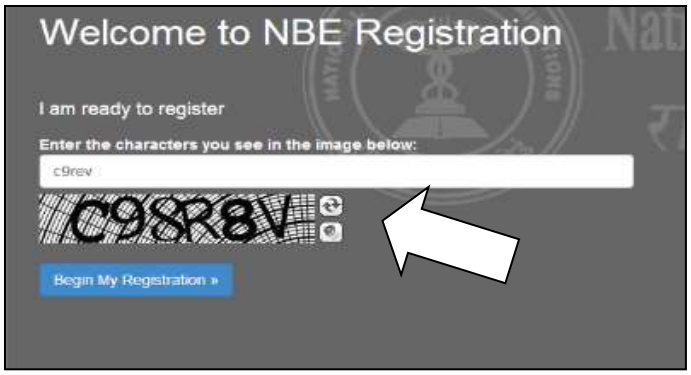
Before beginning, candidates should gather all the information needed to complete the registration process, including credit/debit card details, educational history, and internship details.

Opening Screen

For a first time user, please follow the instructions under the heading "I am Ready to Register" to begin the registration. The candidates, who have already created a profile for DNB-CET 2017, please enter the username and password and click on "Log In" button to view the profile.

Captcha

Candidates will see a special set of characters displayed on the screen. They will need to retype the characters in the box provided. These characters, called "CAPTCHA" are a safety feature designed so the computer knows a human is entering the system and not a computer programme. If one has trouble reading the characters, they can click the audio icon or the refresh icon. Once the Captcha is entered, click on "Begin My Registration." This will take oneself to the next section, which is "Create a Profile."



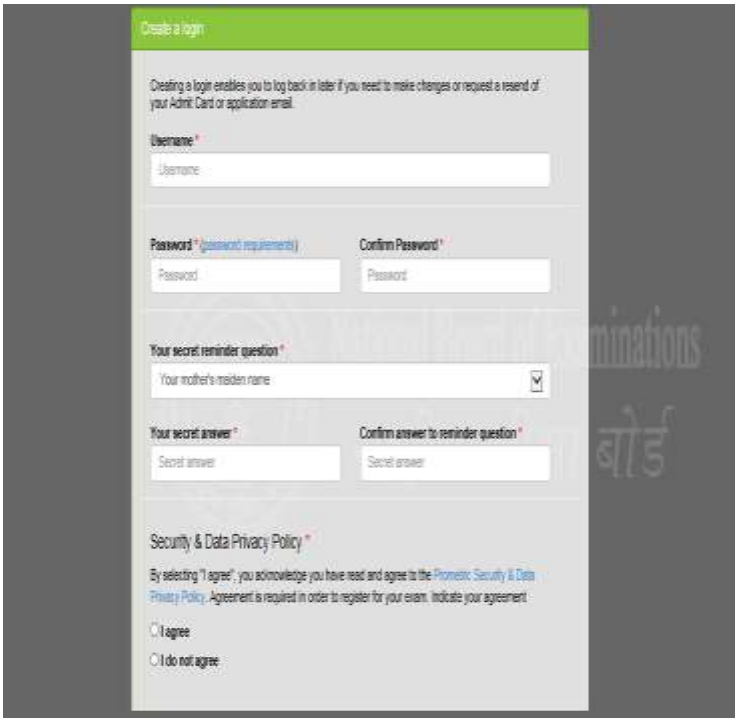
1. Create a Profile

In this section, candidates will enter basic contact information.

Your name and email

1. Candidates should enter their name exactly as it appears on their MBBS Degree/Provisional Pass Certificate of MBBS
2. Enter Gender
3. Enter the email address. This is where the Application email and Admit Card will be sent.
4. Enter Father's and Mother's name. Please do not prefix any salutation such as Shri/Smt/Dr/Mr/Mrs etc while entering the name

Create a login



Creating a login enables the candidates to log back in later if they need to make changes, or request a resend of their Admit Card or DNB-CET application.

1. **Username- Must** be a combination of alphanumeric characters (letters and numbers) but ***does not*** contain spaces or special characters. The maximum length allowed is 50 characters.

2. **Password-** Must be 7-20 characters long and contain ***at least*** one alpha and one numerical character.

3. **Secret reminder question.**
If one forgets their username and password, this question will help verify their identity.

4. Read the **Data Privacy Policy** and indicate agreement to the policy. Agreement is required to register for the DNB-CET.

Additional contact information

1. **Primary telephone number**. Enter the entire number. Mobile number is recommended as Prometric will be using this number to send important DNB-CET related text messages by SMS.
2. **Secondary telephone number**. Enter either a landline or another mobile number. Include Area Code/STD code in case of a landline number.
3. **Postal Address**. This is where the correspondence will be sent. Each address line should be limited to 30 characters including spaces. One may make use of Address line 1, 2 and 3 in case of longer addresses.

Click "Save & Continue" to move on to the next section, which is the DNB-CET Application.

Note that once the profile has been created and saved, no changes can be made to the name or username. Username and password will be used to login into the profile.

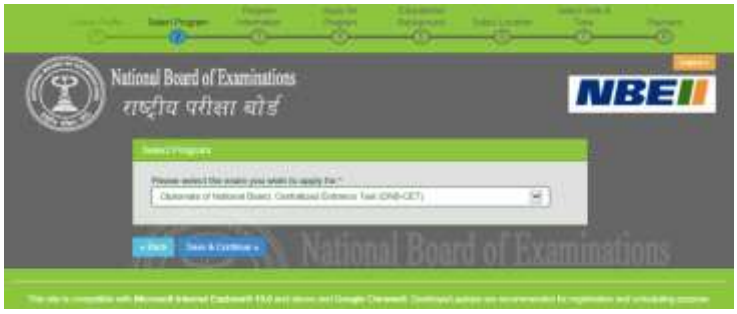
Image and Digital Signature Upload

As a mandatory step, candidates will have to upload their colour photo (must be clear against a white background and not more than 6 months old) and the image of their digital signature on their profile page. Candidates will have to click on the browse button to search for the image and upload them in the system. The instructions on the image specifications will be provided on the screen itself. Please follow the instructions carefully to upload the images. Candidates will be allowed to upload and edit the images during the registration window from **13th April to 13th May 2017.**

Note: Instructions to prepare the images of the required specification for upload are provided in the end of this registration guide.

2. Apply for DNB-CET

Once the candidates have successfully created their profile, they will be taken to the exam selection screen. To register for DNB-CET, please select Diplomate of National Board, Centralized Entrance Test (DNB-CET) from the drop down menu.



Exam Information

Once the exam is selected, click on Save & Continue button. The next screen will be the exam information screen which will provide important information related to exam such as important dates, fees and program information.

Personal Information

On the personal information screen, candidates will need to enter their Nationality, Category as per central list and Date of Birth.

Candidates will also need to select "No" or "Yes" to the question "Are you a Person with Disabilities (Physically Handicapped)?"They will have to once again confirm if they have selected yes to this question.

Note: Candidates will not be able to edit their Category and PWD (Persons with Disabilities) selection once the schedule is complete after making the payment.

Candidates will be asked to choose their domicile state. This is the state which one considers as their permanent residence.

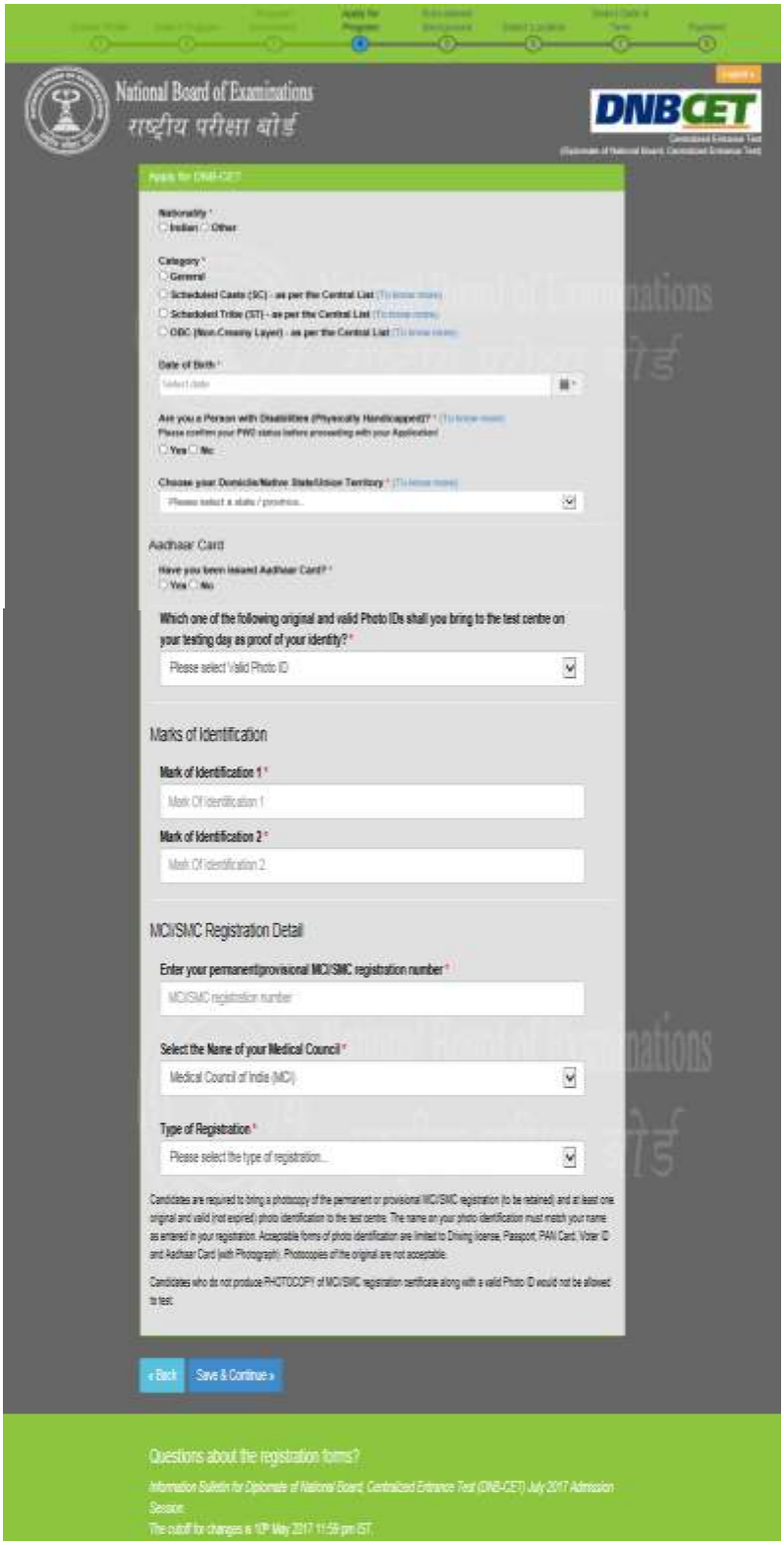
In case candidate has been issued Aadhaar Card, he/she will have to provide his/her 12 digit Aadhaar card number in the text box provided in the application form.

Candidates will be required to select the photo id that they will be carrying to the test centre and also provide the corresponding number associated with the ID selected.

Candidates will be required to provide two marks of identification. Identification marks are marks on the body or face of a person to identify correctly. Some examples are like a mole on the right cheek or a scar on the neck or chin.

Candidates will also need to enter the MCI/SMC Registration number along with the name of the Medical Council and the Type of Registration.

Click on Save and Continue to move to the next section.



Educational Background

Candidates must enter the total aggregate marks obtained in their professional MBBS examination as percentage of marks obtained along with the name of the university and college/institute where MBBS was completed, state and month and year of passing MBBS.

Next, they will be required to enter information on their Internship completion date. (Internship completion date must be on or before **31st July 2017**). If any additional educational qualification has been obtained, please specify the same along with the year of passing the additional qualification.

Candidates will be required to provide additional information pertaining to being deported/rusticated during a medical course or being charged for use of unfair means by NBE or any other examination body. If one has appeared for any NBE exam before, please specify details.

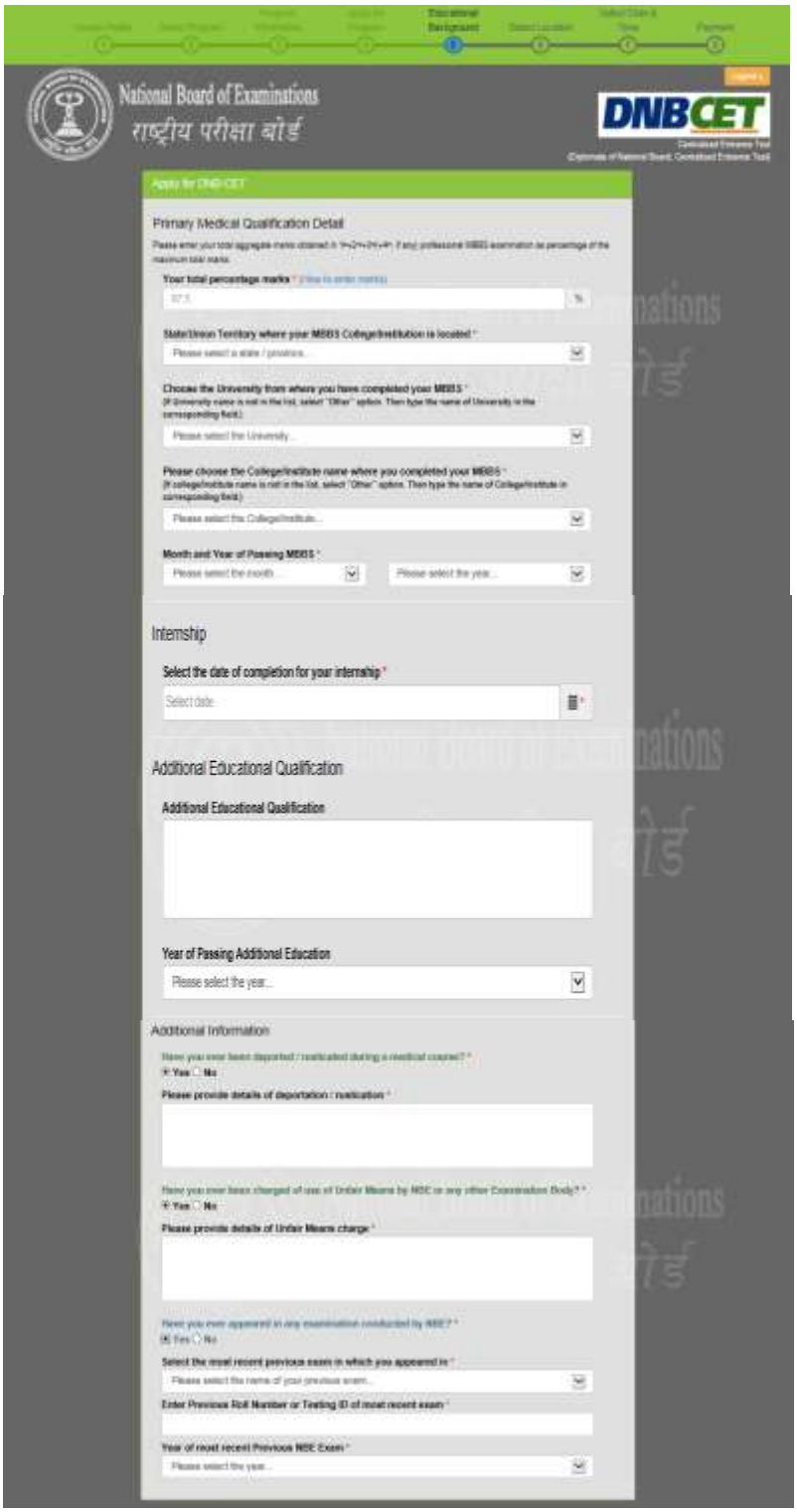
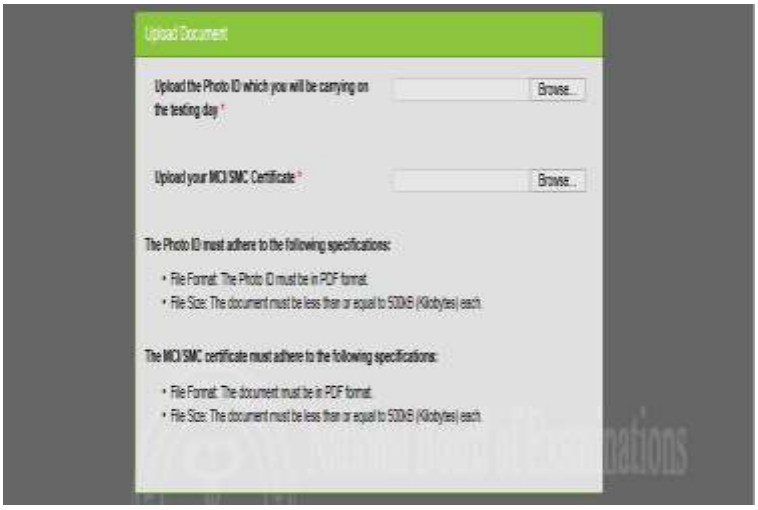


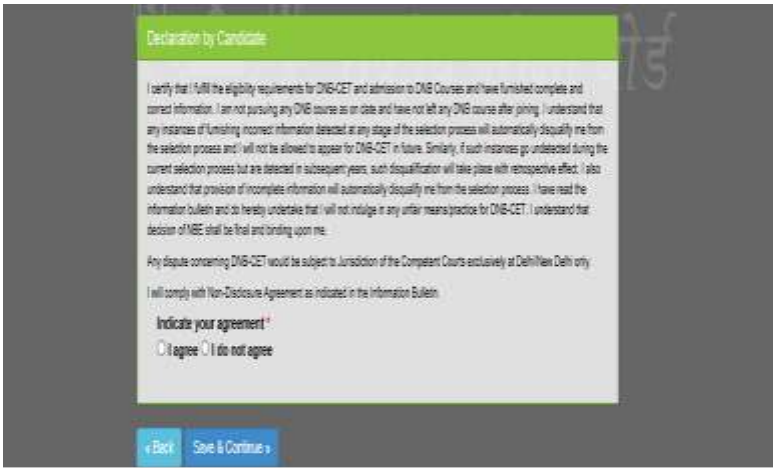
Photo ID and MCI/SMC Certificate Upload



All candidates will be required to mandatorily upload the image of their photo id that they will be carrying to the test centre on the day of the exam and their MCI/SMC certificate online. Click on the browse button to search for and upload the documents. Candidates can upload as well as edit the photo id and the MCI/SMC certificate during the registration window from **13th April to 13th May 2017.**

Note: Instructions to prepare the document of the required specification for upload are provided in the end of this registration guide.

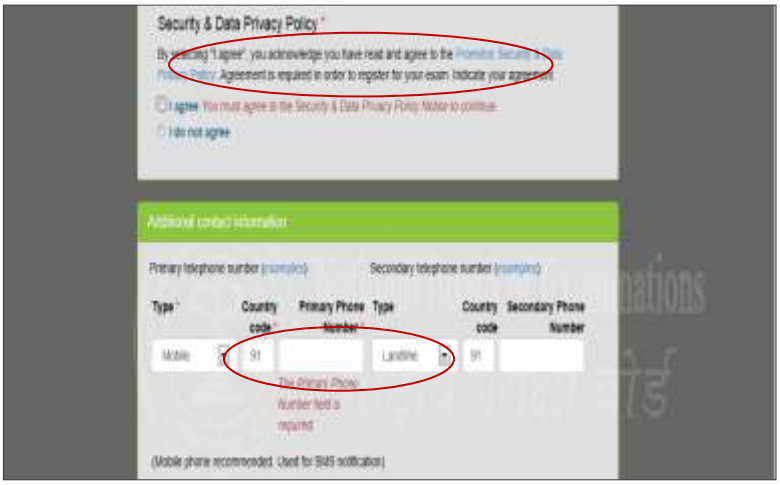
Declaration by Candidate



In this section, candidates will be required to choose "I Agree" or "I Disagree" to the declaration statement. This declaration affirms that candidates are eligible to take the DNB-CET and all the information that is entered is correct.

After reading this section, candidates need to choose "I agree," in order to click "Save & Continue" to proceed to the next section. **If you select "I disagree," you will not be allowed to proceed.**

Errors



If one chooses "Save & Continue" and they have not completed any mandatory fields (marked by "*"), an error message will appear on the screen besides that particular field which is either incomplete or entered incorrectly. The fields that are missing are highlighted in red. In this example, the candidate has not entered the primary phone number as well as the address line 1 which are mandatory fields. Both the information needs to be entered in order to proceed further. System will also display any errors on the top of the page once you select "Save & Continue" button.

3. Schedule the Exam

Select Location for the Exam

The next step will be to choose the preferred location where one would like to take the exam. DNB CET will be conducted in 19 cities across India. Candidates may choose any one of the preferred location to schedule the exam.

Availability is on a first come, first serve basis and candidates will be only shown options that are available at the point of scheduling the exam. In case all seats in a particular location are filled, candidates will see a message indicating all seats in that location are filled and they will be asked to select a new location.

Note: The DNB-CET will be conducted during the window of 15th – 18thJune2017. There will be two sessions available for testing i.e. 10a.m. and 3.45p.m.Each candidate is required to appear only in one session during this testing window.

Select Test Site

Once candidate has selected a location for the exam, all available test sites in that particular location will show up. Candidate may choose any available test site. The exact address and location can also be viewed by clicking on the link "Directions". Candidates are advised to familiarize themselves with the location of examination centre and plan travel time accordingly.

In order to proceed with the scheduling, click on "Schedule Appointment" button under the site of your choice.

Select Date and Time

Once candidates choose their site, they must choose the date during the testing window i.e. 15th June - 18th June 2017, when they want to take the DNB-CET. Candidates will only be able to select dates highlighted in blue. If the date in the testing window is not shown, it means that all available testing sessions at that site for that date have already been filled.

Once the date is chosen, candidates will need to choose the time of the exam i.e. either 10a.m. session or the 3.45p.m. session. If either of these two times does not appear, it means all available testing seats for that time have already been filled.

Note: The selection of test centre, date and time will be shown at the right of the screen under the header "Your Selection". In order to change the selection, candidate may click on the Back button to make appropriate changes.

Click on "Save & Finish" button to move towards the payment screen

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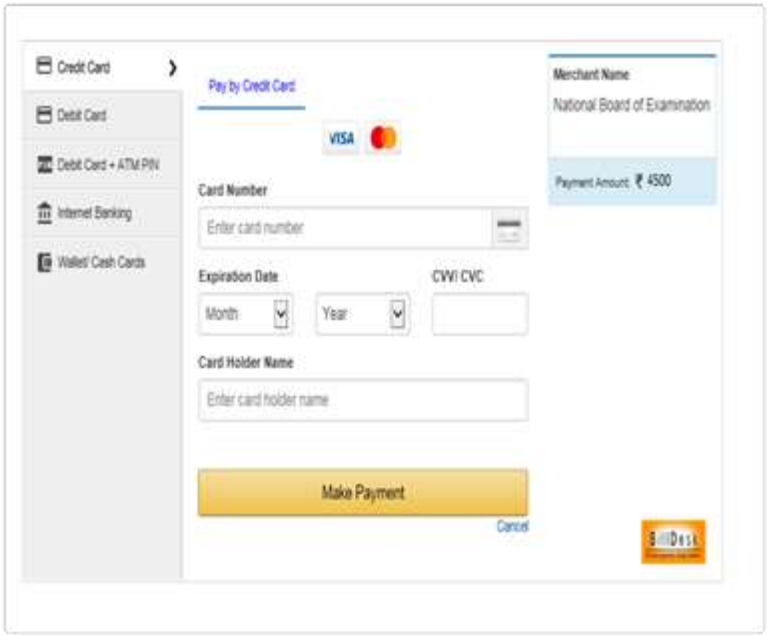
Make Online Payment

Candidates will be required to pay the exam fees (Rs.4500) online using their credit/debit cards issued by banks in India or through net banking. Please select the payment option from the tabs indicated on the Make Payment Screen and fill in the required information. Once all the information has been entered, click on Make Payment button. Upon successful authorization of payment, the profile will be registered and candidate will receive an admit card within 24 hours on your registered email address.

Please keep the payment information ready at the time of scheduling the exam. The transaction must be completed within 30 minutes to reserve the seat and time selected. Failure to do so will result in the release of the selected date and time and one will have to begin the process again.



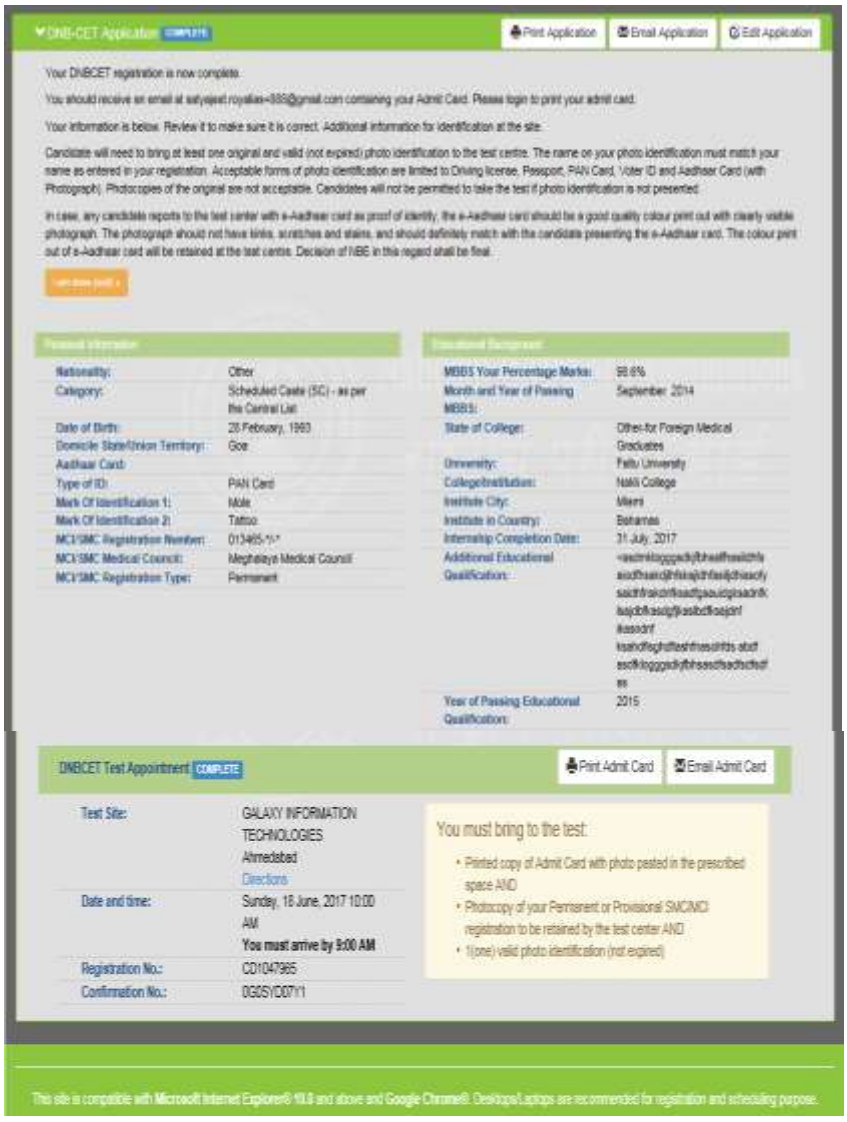
Note: Payment can only be made online for DNB-CET 2017

Confirmation Page

If all information has been entered correctly, candidate will be redirected to the Welcome Back page. They should read the confirmation screen to make sure all information entered is correct. If any information is incorrect and needs to be updated, click the "Edit Profile" or "Edit Application" buttons to make appropriate changes in the area where the correction needs to be made. Candidates will be able to edit their profile till 13th May 2017 (up to 23:59 hrs).

To view the DNB-CET application, click on the arrow against the exam header "DNB-CET Application". The application will show up as indicated.

Please note: Candidates will receive the admit card within 24 hours of scheduling at their registered email address. They can also login into your profile using the username and password to print a copy of the admit card.



Admit Card Summary Email

When the Admit Card is received by email, it should be read carefully and all information mentioned should be verified. Candidates should then print a copy.

Candidates **must bring** the Admit Card with them on the day of the exam. **They will not be allowed to take the exam without the Admit Card.**

To the right is an example of what the email Admit Card will look like.

To begin the exam, Candidates must enter the DNB-CET Registration Number/ Testing ID given on your admit card into the computer.

ADMIT CARD FOR DNB-CET JULY 2017 ADMISSION SESSION

Dear Garima Tyagi

Thank you for scheduling for DNB-CET July 2017 Admission session.

Paste your recent passport sized photograph here

Your appointment request has been received and confirmed. Please do not reply to this e-mail. For additional information, visit DNBCET website at www.nbe.edu.in

This confirmation is your official admit card. You must bring this with you to the testing centre on the day of your examination.

To begin exam, you must enter your Registration Number/Testing ID (Roll No.): CE[illegible]47882
Confirmation Number: 0G0SYD07XD
Transaction ID: IHMP5233131280

Examination Date: 15 Jun, 2017
Examination Time: 10:00 AM

Reporting Time: 9:00 AM

Reporting time is 1 hour prior to the exam[illegible] time. The [illegible] will close at [illegible] AM, no late entry is permitted after that.

Examination duration includ[illegible]5 min Tut[illegible] and [illegible] min

Candidate's Name: Garima T[illegible]
Candidate Ad[illegible] Do Not [illegible]
, Gurgaon , [illegible] 12478 , Ind[illegible]
Candidate [illegible]nd Address: [illegible]
Category: S[illegible]duled Caste ([illegible] [illegible] Ce[illegible]d List
Person with [illegible]bilities (Phy[illegible] [illegible]lamic[illegible]ped): No
Date of Birth[illegible]990

Test Site: Test Site 115
Site Code: IIMI115
Test Site Address: SE[illegible]ND FLOOR SECTOR 25 A , GGN HARYANA 110000
, SUKHRALI [illegible]OG VIHAR , VASANT KUNJ , Navi Mumbai , Maharashtra - 45645-6456

Admit Card Issued By:
National Board of Examinations
Medical Enclave, Ansari Nagar, Ring Road, New Delhi – 110029
Website: www.nbe.edu.in
Phone: 1800111700 (Toll-Free)

This Admit card is governed by the Information Bulletin for DNB-CET July 2017 Admission Session.

Your candidature [illegible]
Bulletin. By making this online application and registration for the exam, you have confirmed to comply with the eligibility criteria and other terms and conditions as contained in the Information Bulletin. Please note that any incorrect information detected at any stage shall summarily lead to disqualification of your candidature.

Kindly read the instructions for candidates stated on the next page.

SAMPLE

INSTRUCTIONS FOR CANDIDATES

1. NBE reserves the right to verify the identity and genuineness of each candidate by taking thumb impression and photograph of the candidate or by any other means.
2. Candidates MUST bring to the test centre the following documents:
   1. Printed copy of the Admit Card with photo pasted in the prescribed space
      AND
   2. Photocopy of your Permanent or Provisional SMC/MCI registration*, to be retained by the test centre
      AND
   3. Any one of the following authorized photo IDs** (must be **original** and **non-expired**):
      - PAN Card
      - Driving Licence
      - Voter ID
      - Passport
      - Aadhar Card (with Photograph)

   In case, any candidate reports to the test center with e-Aadhaar card as proof of identity, the [illegible]adhaar card should be a good quality colour print out with clearly visible photo[illegible] The photograph should not have kinks, scratches and stains, and should definitely match with the can[illegible]te's pa[illegible]rang[illegible] e-Aadhaar card. Decision of NBE in this regard shall be final.

   *Candidates who have obtained their Primary Medi[illegible]qualific[illegible]on outs[illegible]e Indi[illegible]and do not h[illegible]MCI registration should bring their original screening test [illegible]certific[illegible]e issu[illegible]on NBE letterhead.

   **The name on candidate's photo id[illegible]ication mu[illegible]match your [illegible]me as shown on [illegible]r Admit Card. If candidate's name has been changed [illegible]events s[illegible]as marriage[illegible]he must show the relevant document mentioned below at the time of the e[illegible]n.

   - Marriage Certi[illegible]
   - D[illegible]e Decre[illegible]
   - [illegible]gal Name Ch[illegible]ge D[illegible]ment

   EXP[illegible]ED DOCUME[illegible]TS [illegible]'OTO[illegible]OPIES WILL NOT BE ADMITTED AS PROOF OF IDEN[illegible]

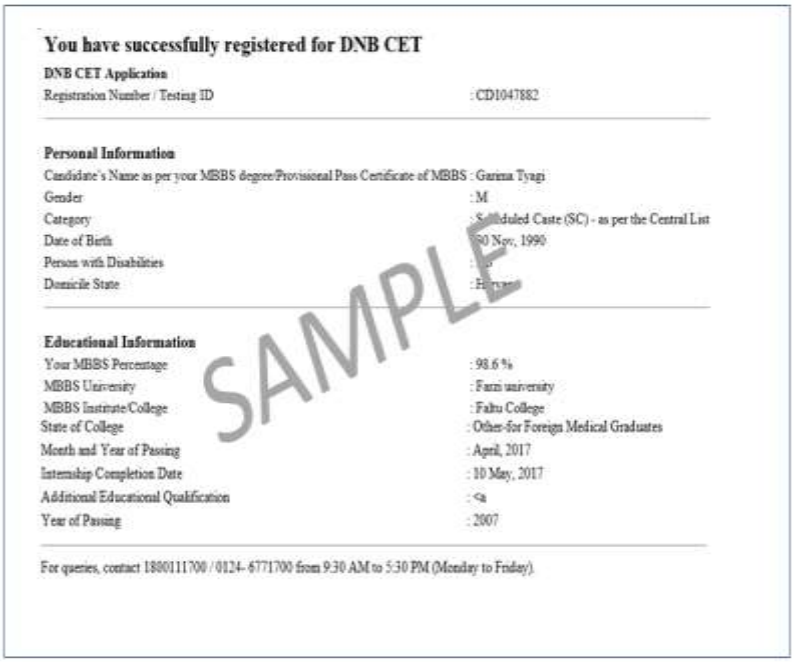
3. Electronic Gadge[illegible]uch[illegible] mobiles/docupens/camera/Bluetooth devices etc are STRICTLY prohibited in the testing premises. C[illegible]did[illegible]s found in possession of such electronic gadgets are liable for penal action.
4. Candidates must [illegible]ve 1 hour before the exam is scheduled to start in order to begin the check in process. **The reporting [illegible] will close 30 minutes before the exam start time, no late entry is permitted after that.** Early exit from the test center is not permitted.
5. Candidates are advised to acquaint themselves with the location of the test center one day prior to the examination.
6. This admit card is subject to the condition that if ineligibility is detected at any stage, the candidature will be cancelled.
7. Check the particulars in the admit card carefully. Error, if any may be reported to NBE immediately in writing by e-mail.
8. No entry to test center is permitted without Admit Card.
9. Do not attempt to give/obtain irregular assistance of any kind during examination. Indulgence in the same shall invite penal action. Improper conduct will entail expulsion from exam.
10. Failure to comply with these instructions will entail registration of unfair means case and action as deemed appropriate by National Board of Examinations (NBE) shall be taken including but not limited to cancellation of the current examination and debarment of candidate from future exams.
11. For queries, contact 1800111700 (Toll-Free) / 0124- 6771700 from 9.30 AM to 5:30 PM (Monday to Friday).
12. Jurisdiction for disputes if any is exclusively before competent courts at New Delhi only.

SAMPLE

Application Summary Email

Once the DNB-CET application has been successfully submitted, a summary of their application will be sent to them via email within 24 hours. Please save and print a copy of the application for your records.

To the right is an example of what the email application summary will look like. Candidates should expect to receive this email within 24 hours of submitting their completed application.



You have successfully registered for DNB CET

DNB CET Application

Registration Number / Testing ID	: CD1047882

Personal Information

Candidate's Name as per your MBBS degree/Provisional Pass Certificate of MBBS	: Garima Tyagi
Gender	: M
Category	: Scheduled Caste (SC) - as per the Central List
Date of Birth	: 30 Nov, 1990
Person with Disabilities	:
Domicile State	: Haryana

Educational Information

Your MBBS Percentage	: 98.6 %
MBBS University	: Farm university
MBBS Institute/College	: Fahu College
State of College	: Other-for Foreign Medical Graduates
Month and Year of Passing	: April, 2017
Internship Completion Date	: 10 May, 2017
Additional Educational Qualification	: <a
Year of Passing	: 2007

For queries, contact 1800111700 / 0124- 6771700 from 9:30 AM to 5:30 PM (Monday to Friday).

SAMPLE

Re-entering the DNB-CET Registration System

If one has already begun the registration and scheduling process and could not complete it, or would want to edit the application information, get another copy of the application or a copy of the admit card, can go to **www.nbe.edu.in.** One can revisit his/her profile by entering his/her username and password and then clicking on "Login."

Note that no cancellation or changes to the testing schedule will be allowed once the candidate has completed the registration process.

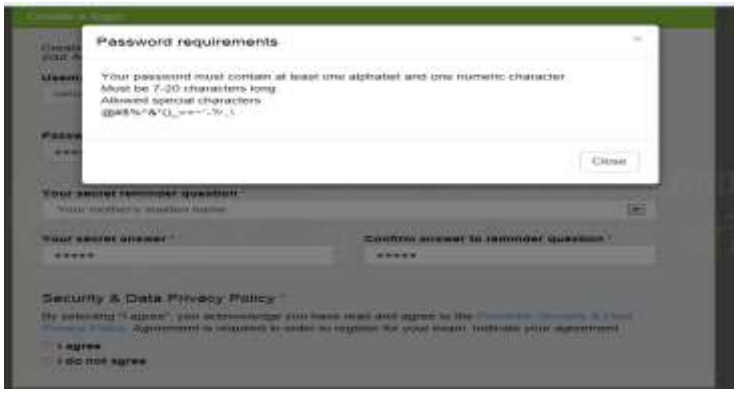
Registration closes at 11.59 p.m. on 13th May, 2017. **No changes will be allowed after that time**.

Registration Help

If, during the registration process, one has questions or need help, they should click on the information links. They are always in blue text as a hyperlink.

Information related to the area that one is completing will pop up.

The screen shot on the right is an example of someone who clicked on the "password requirements" link.



Forgot Username or Password

If candidates need to login back into the system, but have forgotten their username or password, they can retrieve the same through the following steps.

1. Click on Forgot your username or password link on the home page
2. Candidates will be redirected to a screen where they will be asked to select which option they would like to retrieve.
3. For username, please enter the email id provided at the time of filling up the application form and CAPTCHA. Click on the Email Username button. Candidates will be taken to a screen where they will be asked to provide the answer to their secret reminder question. This is an added security step to ensure that a valid user is entering the system to make appropriate changes. Click on Email Username button again, the username will be emailed on the registered email address.
4. For retrieval of password, enter the username created while filling up the application form and CAPTCHA. Click on Email Password button. Candidates will be taken to a screen where they will be asked to provide the answer to their secret reminder question. This is an added security step to ensure that a valid user is entering the system to make appropriate changes. Click on Email Password button again, the password will be emailed on the registered email address.

The Testing Process

Candidates will take the DNB-CET on a computer at the test centre they have opted for during the scheduling of their exam. Candidates do not need any computer experience or typing skill to take the exam. The DNB-CET examination will begin with a short tutorial on the exam and its features.

Candidates must arrive one (1) hour before their scheduled appointment. This allows time for sign in and for staff to verify their identity and documentation.

Candidates will need to bring the following documents with them to the test centre:

1. **Admit Card**. Candidates must bring their Admit Card with them to the test centre. They will not be allowed to take the exam without it. Please paste a recent photograph on the Admit Card.

2. **Required Identification.**

    a. MCI/SMC Registration – Candidates must bring a photocopy of the MCI/SMC registration to the test centre. This would be retained at the test centre.

    b. In addition they must present an original, valid (non-expired) form of photo identification in order to take the exam. The name on the photo identification must match the name as entered in the DNB-CET registration. Acceptable forms of photo identification are limited to: Passport, PAN Card, Voter's ID, Driving License and Aadhaar Card (with Photograph). Expired or Photocopies of the original are not acceptable.

"In case, any candidate reports to the test centre with e-Aadhaar card as proof of identity, the e-Aadhaar card should be a good quality colour print out with clearly visible photograph. The photograph should not have kinks, scratches and stains, and should definitely match with the candidate presenting the e-Aadhaar card. Decision of NBE in this regard shall be final".

Note: Candidates who do not present appropriate photo identification will not be allowed to take the DNB-CET.

Test Centre Rules

To ensure that all candidates are tested under equally favourable conditions, the following regulations and procedures will be observed at each test centre. Failure to follow any of the security procedures may result in the disqualification of the exam. NBE or its designated agency reserves the right to audiotape and videotape any exam session.

References/Study Materials No reference materials, papers or study materials are allowed at the test centre. If one is found with these or any other aids, he/she will not be allowed to continue the exam and the answers will not be scored. Candidates will be provided with scratch papers and pencils to use during the exam session. These items (used and unused) must be returned at the end of the exam session. Removing scratch paper from the test centre will be considered an act of misconduct.

Personal Items Personal items, other than identification documents, are not allowed in the testing room. This includes cell phones, PDAs, BlackBerry® devices, digital/analogue watches, and any other electronic or photographic devices. Candidates will not have access to their personal items during the exam. If anyone fails to follow the directions of the test centre staff, they will not be permitted to take the exam. Any violation of this procedure during the exam may result in cancellation of the scores, dismissal by the test centre staff, or banning from future testing. Test Centres, NBE or its designated agency assume no responsibility for personal items or devices that are brought into the test centre.

Breaks There are no scheduled or unscheduled breaks. Once candidates are seated at the test centre, they must remain in their seat during the exam except when authorised to leave by a test centre staff member.

Visitors Friends or relatives who accompany candidates to the test centre are not allowed to wait in the test centre or be in contact with the candidates while taking the exam.

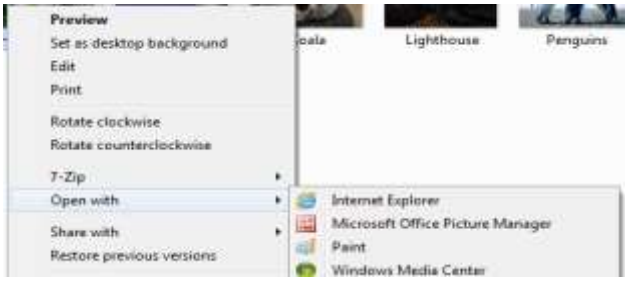
Misconduct or Disruptive Behaviour Candidates who engage in any kind of misconduct or disruptive or offensive behaviour may be dismissed from the exam. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behaviour that delays or interrupts testing.

Weapons Weapons are strictly prohibited at the test centre.

Questions on Exam Content Test centre administrators are not allowed to answer any questions pertaining to the exam content. If one does not understand a question on the exam, they should answer the question to the best of their ability.

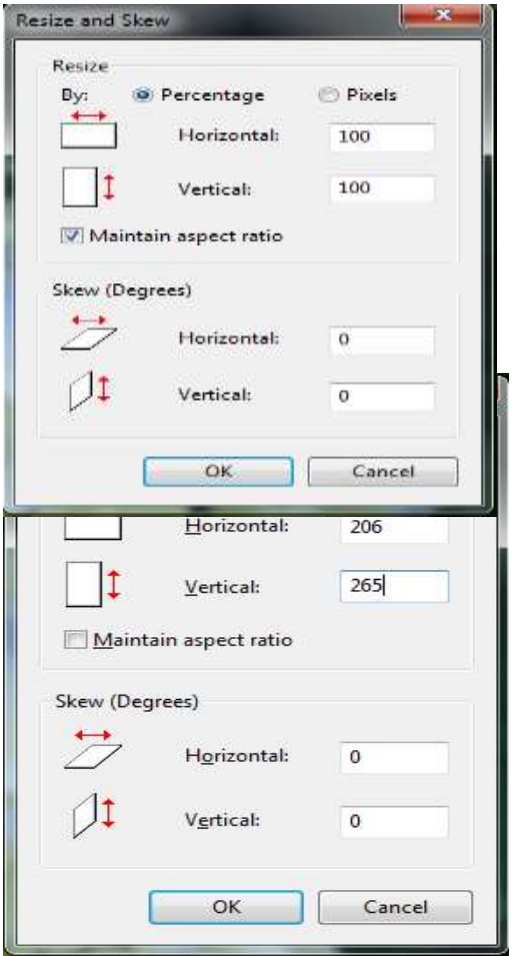
Instructions to prepare the image for upload using PAINT :

- *Open the image in MS Paint. (Right clicking on the image, go to "open with", click on "Paint")*



- *When image opens up in MS Paint, click on the "Resize" button at the top, as shown below (highlighted in blue line) :*

- *A "Resize and Skew" pop up window will open, as shown on the right:*

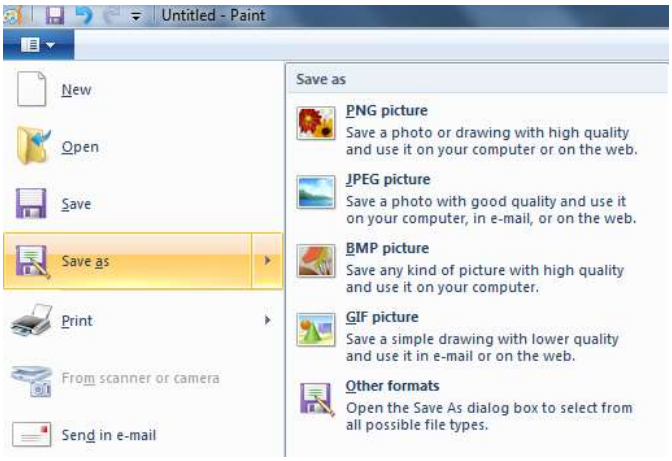


- *In above window, under "Resize", select "Pixels" radio button and uncheck the "Maintain aspect ratio" option.*

- *Enter the Horizontal value as "206" and Vertical value as "265" for Candidate's Image, and click on "OK" button. Window should look like as shown on the right:*

(NOTE: While preparing upload for Signature, use Horizontal value as "302" and vertical value as "132".)

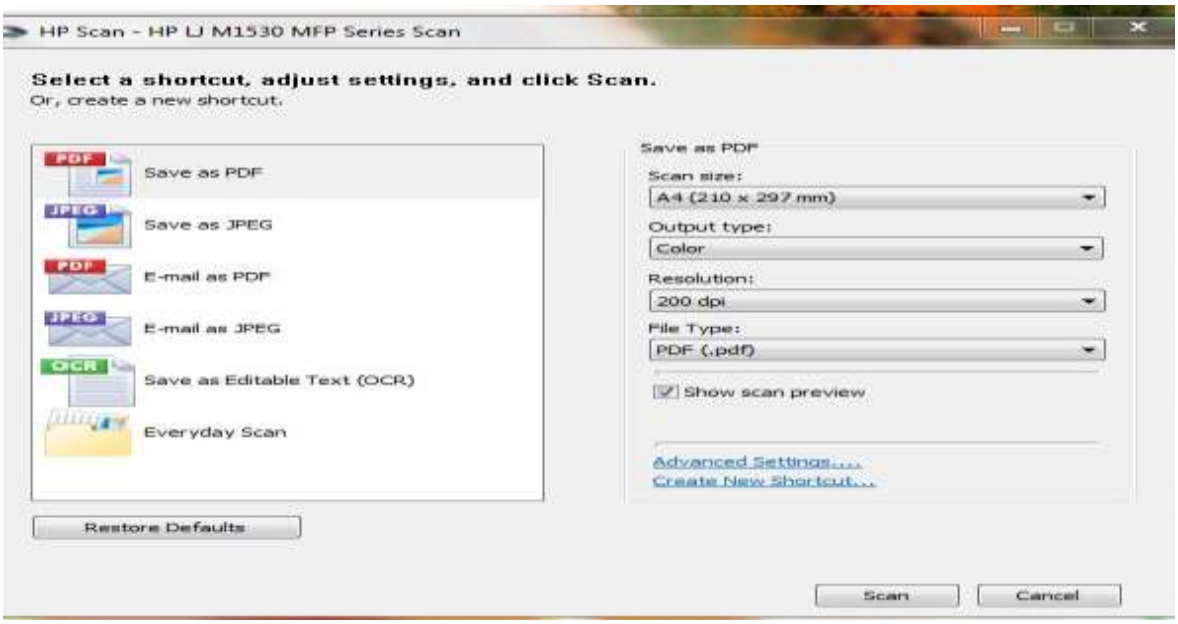
- *Save the image with desired name and format by clicking on the menu button on the top left of the paint window, as shown on the right:*



Instructions to Upload Photo ID and MCI/SMC Certificate:

- *Candidates need to upload Photo Id and the MCI/SMC Certificate on Education Background page while filling up the application form.*
- *Documents should be uploaded in PDF format and should be less than or equal to 500 KB of size.*

Below are the guidelines to scan a document in specified size

- *While scanning a document candidate should select "Save as PDF" option and Scan size as A4.*
- *Select resolution max up to 200 dpi to create PDF document of the required size*
- *Please make sure that uploaded scanned documents are clear and readable.*

Below is the example for selecting scanner options, which may vary on different scanner applications.