

Admission to DNB (Post MBBS) 2024

HOW TO APPLY

All candidates seeking admission to the **Post MBBS Diploma and DNB (Post MBBS) 2024 courses** should apply online through the website www.cee.kerala.gov.in of the Commissioner for Entrance Examinations.

Application fee is **Rs.1000/-** (Rupees One Thousand only)

Step wise procedure for applying online:

There are 5 steps for the online submission of application and all the steps are mandatory. Candidates should complete all steps and the **candidates are advised to keep the printout of the Acknowledgement page or soft copy for future reference**. For the online submission of application, candidate has to visit the website www.cee.kerala.gov.in where he/she can find the link “**DNB (Post MBBS) 2024- Online Application**”.

Step 1: Registration

Candidates will be prompted to enter mobile number, email Id and create a password and as outcome of the registration process a system generated unique Application Number will be displayed which the candidate has to note down and use for the rest of the application submission process as well as the allotment process. Candidates are advised to create a strong, unique password. The requirements of a strong password are:

a minimum length of 8 characters

a minimum of one alphabet character [a-z or A-Z]

a minimum of one number (0-9)

a minimum of one symbol [! @ # \$ % ^ & *]

The candidate has to re-enter the password for confirmation.

Don't use a shared password or disclose the password to others. Be informed that the application number and password will be required through the remaining stages until the end of the admission process for accessing all the online facilities related to DNB (Post MBBS) 2024.

Step 2: Fill Application

All the basic information required for processing your application are to be filled in at this stage. Before filling the details, please read the Information Bulletin carefully.

The data provided here will be used for processing the application. Any mistake in filling this page or providing false/incomplete/wrong information will affect the candidate's eligibility for admission or claim for reservation under any category. It is obligatory that the candidate should fill all the mandatory items in the application.

Candidates should take utmost care while filling the Online Application. Applicant should ensure that the data provided are correct before proceeding to next step.

If the candidate is sure that the information provided in step 2 are correct, click the link Save & Finalize.

Note:- No modification will be possible after the Save & Finalize.

Step 3: Pay Application Fee

The following payment method is available for remitting the application fee.

- Online Payment

Online Payment:

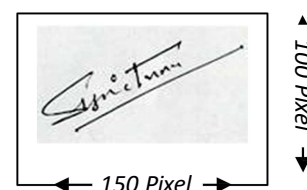
The Application fee can be paid through online payment. Those having an Internet banking account, Credit card or Debit card can make use of this feature. Candidates availing this facility should read and follow each of the instructions given in the website carefully in order to ensure that the payment is successful. On successful payment, the candidate will be guided back to the home page wherein he/she will find the 'Pay Application Fee' tab at the top turned green and the candidate can take printout of the confirmation page. If the payment transaction was unsuccessful, a message to that effect will be displayed on the screen and the candidate can navigate to the homepage. On the other hand, if the candidate fails to receive the final confirmation (success or failure) message and is uncertain about the outcome of the transaction, due to communication failure or otherwise, he/she can re-login to the home page and inspect the 'Pay Application Fee'

tab at the top to see if it's green or not. If it has not turned green, the payment has not succeeded and the candidate may try for online payment afresh. If the candidate's account is debited for an unsuccessful transaction, the amount will be reverted to his/her account within five working days.

Step4: Upload images and certificates:

Upload Signature of Candidate

- On a plain white sheet, the candidate should put his/her signature with black/blue ink.
- Scanned image of Signature must be clear.



- Scan this signature and crop around the signature. Do not scan the full sheet. Scanned image file should be in **jpg format**. (Jpeg)
- Dimensions of the image of signature must be **150 pixels width** and **100 pixels height**.
- File size should be from **4 KB** to **30 KB**.

Upload Documents/Certificates

- The uploaded document should be in **PDF format**.
- The file size must **be between 10 KB and 500 KB**.
- The document should be **clear** enough to read.

Read before uploading documents/Certificates

- The Originals of the uploaded documents should be furnished before the admitting authority as and when required.
- The uploaded documents will be verified with the original documents by the admitting authority and the documents will be accepted only after this verification.
- It is the responsibility of the candidate to ensure the correctness and clarity of the documents uploaded.
- Uploading of any false or bogus documents may lead to disqualification of the candidacy.

Certificates / Documents to be uploaded

Each of the required Certificates must be in **PDF format** file and to be **uploaded**. The scans should be of the original documents and in colour (if the original document was issued in colour).

1. Nationality Proof : Uploading Nationality proof is mandatory for all candidates
2. Nativity Proof: Uploading Nativity proof is mandatory for all candidates.
3. Proof of Date of Birth
4. MBBS Degree Certificate/ Provisional Pass Certificate of MBBS
5. Permanent /Provisional Registration /certificate of MBBS
6. Internship Completion Certificate (must be on or before 15.08.2024)
7. Identity Proof (PAN card, Indian Passport, Voter ID card, Driving License or AADHAR card (with photograph))
8. NOC from the employer.

Remember : *The Originals of the uploaded documents*

will have to be furnished before the admitting authority as and when required.

Step 5: Print Acknowledgement Page

After completing the uploading of all necessary certificate/documents, take a printout of the Acknowledgement Page and the uploaded documents by clicking on the link '**Print Acknowledgement Page**'. Candidates are advised to keep the printout of the Acknowledgement Page for future reference. **The printout of the application acknowledgement page along with all**

the necessary documents should be forwarded to the Head of the Department(DME/DHS/DIMS). No need to send the hard copy of Acknowledgement Page printout or any supporting documents to the CEE office.

DO NOT SEND THE PRINT OUT OF ACKNOWLEDGEMENT PAGE TO THE CEE OFFICE