

**OFFICE OF THE PRINCIPAL; GOVT. POLYTECHNIC, SIRSA**

**Notice No.: 12**

**Dated: 31.05.2021**

**Sub: - PCA schedule for Next state board HSBTE Examination.**

It is for the information of all the students that the schedule for filling of PCA of Next State Board Diploma Examination is as per details given below:

As per memo No: 85/Exam/HSBTE dated 25-05-2021 of HSBTE Panchkula, the last date for submission of PCA forms without late fees is 21-06-2021 and with late fee is 28-06-2021. **But, it takes time to upload the PCA forms by the Institute, so all the students are advised to submit their PCA forms after depositing the requisite fees upto 16-06-2021 in the Institute. The fee detail is as under:**

- Exam fee under semester system: Rs. 350/- per student per semester (including re-appear of 1st and 2nd semester).
- Exam Fee under annual system: Rs. 700/- per student

**Other important Instruction for filling of PCA form:**

1. The candidate must check their Re-appears and correct subject IDs from “Student Marks Register” which is available on the website of the Board to ensure the correct subject code while filling reappears in PCA.
2. The students can deposit the fee in the AXIS Bank , Sirsa ( **Name : Principal Govt. Polytechnic , Sirsa Account No: 913010000333278 , IFSC : UTIB0000609**)
3. Mercy Chance is not allowed.
4. PCA will be accepted through Digital Mode. Students may download the PCA form from Institution web-site i.e. [www.gpsirsa.ac.in](http://www.gpsirsa.ac.in) under the Download link and send through e-mail.
5. Students can apply maximum 12 subjects (regular + reappear) (as per point no. 2 of standing instructions issued by the Board vide memo no. 366-94/Exam dated 27/02/2003).
6. The students must send the **scanned copy in the pdf format only** of completely filled PCA form and proof of fee deposit to the concerned Branch e-mail Ids as given below.
  - a. Agri. Engg. **Email id: [agripca@gmail.com](mailto:agripca@gmail.com)**
  - b. Civil Engg. **Email id: [civilpca.gps@gmail.com](mailto:civilpca.gps@gmail.com)**
  - c. Computer Engg. **Email id: [comppca@gmail.com](mailto:comppca@gmail.com)**
  - d. Electrical Engg. **Email id: [electpca@gmail.com](mailto:electpca@gmail.com)**
  - e. ECE Engg. **Email id: [ecepca.gps@gmail.com](mailto:ecepca.gps@gmail.com)**
  - f. Mechanical Engg. **Email id: [mechpca@gmail.com](mailto:mechpca@gmail.com)**
7. The permission cum admission (PCA) forms/Exam forms including Roll No, Name of student, Father’s Name, Mother’s Name, valid contact no., valid email ID and **photos (only colored photograph with white/ light background)** are to be properly checked and authenticated by the concerned HOD. All the results have already been declared by HSBTE. The students themselves will be responsible in case of any delay in this regard.
8. **Students having Re-appear in 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> & 6<sup>th</sup> sem. should fill the PCA form as per the new syllabus/ subject codes as some of the old ID’s have been merged to new ID’s.**
9. Only students of 2015, 2016 & 2017 batch can apply for improvement in Next exam in maximum four subjects with requisite fees of Rs. 500/- per subject (as per the instruction conveyed vide memo no: 13508/HSBTE dated 17/10/2012).
10. The candidate will not be promoted to next semester if he/she fails to submit PCA/ Examination form for respective semester exam (vide memo no: 2552/Exam/HSBTE dated: 21/03/2017).

**Note:**

- *PCA along with proof of fee (both) are to be sent/ submitted. Merely (only) deposit of fees is not considered as submission of PCA form.*
- *Students must carry a Photo ID proof along with admit card while appearing in the examination.*
- *Students are directed to visit HSBTE web site ([www.hsbte.org.in](http://www.hsbte.org.in)) time to time for the detailed information & updates.*

Notice Board (Institute)

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**Principal**

**Endst. No. GPS/EXAM/2021/**

**Date: 31.05.2021**

A copy of the above is forwarded to the following for information and requested to intimate the students that they must carry a Photo ID proof along with admit card while appearing in the examination.

1. TPO / HOD (Agri. / Civil/ Comp./ Elect. / Elex. / Mech. / App. Sc.)
2. O/I (Exam)/ O/I (web-site): to host on Institute web site.
3. Cashier. (*He is advised to collect the fee for G.P. Sirsa and G.P. Dhangar separately and deposit the same to the bank account of HSBTE*).

**Principal**