

From

The Secretary
Haryana State Board of Technical Education,
Bays No. 7-12, Sector -4, Panchkula.

**INTRODUCING
ONLINE PAYMENT
OF EXAMINATION
FEES THROUGH
PAYMENT GATEWAY**

To

All the Principal (s),
Govt. / Govt. Aided / Self Financing Polytechnics.

Memo No: 1110 /Exam/HSBTE

Dated: 01.04.2016

Subject: Instructions regarding PCA for Examination to be held in May-2016

As you know that State Board Diploma Examination are scheduled to be held in May 2016. Instructions for the State Board Exams scheduled to be held in are as under:-

1. PCA Schedule for Students :

Sr. No.	Filling of PCA Forms For 1 st to 6 th semester	Last Date
1.	Last date of submitting PCA form by the student without late fee (Rs. 250/- per student per semester)	upto 21.04.2016
2.	Last date of submitting PCA form by the student with late fee of Rs.50/-	upto 28.04.2016
3.	Last date of submitting PCA form by the student with late fee of Rs.1000/-	04.05.2016
Note : Students shall deposit Examination Fee as applicable to their Institute		

2. PCA Schedule for Institutes:

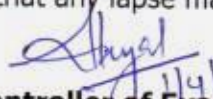
Sr. No.	Uploading of PCA Form/Data for 1 st to 6 th semester	Dates
1.	Last date of uploading the PCA data by the institute without late fee	22.04.2016 upto 5.00 pm
2.	Last date of uploading the PCA data by the institute with late fee of Rs.50/-	29.04.2016 upto 5.00 pm
3.	Online Payment Dates of above Examination fee by the institute through Payment Gateway under the link "Make payment of PCA / Rechecking / Photocopy fee" at www.hsbte.com	10.04.2016 to 29.04.2016
4.	Last date of uploading the PCA data and also for making Online Payment by the institute with late fee of Rs.1000/-	05.05.2016 upto 5.00 pm
Note: Without the online deposition of the PCA fee, institute will not be able to download the PCA form / Admit Card of the students.		

- a) The PCA fees will be calculated by HSBTE **strictly on the basis of the date on which PCA Form / Data is uploaded online** by the institute.
- b) Payment of Examination Fee must not be deposited through Challan as per the practice in the previous Examinations. **To facilitate institutions in easy deposition of fees and to expedite the reconciliation of fees, from May-2016 Examinations onwards PCA fee are to be deposited through Payment Gateway** under the link **"Make payment of PCA / rechecking / Photocopy fee"** at www.hsbte.com **using Net-Banking/ Credit Card / Debit Card.**
- c) PCA fee must be deposited only after the issue of this letter and any **Fee Receipt with prior date** from the date of issue of this letter shall not be admissible towards examination fee of this Diploma examination.

- d) To avoid the last minute rush as well as imposition of late fee, the institutes are advised to upload the PCA data on daily basis at www.hsbte.com. The username and password for the site is already with the institutions.
- e) **The option for printing the PCA Forms will be activated/opened for the institutes w.e.f. 30.04.2016 only after receiving full amount of PCA fee, Late Fee and pending PCA fee of previous Examinations (if any) from the institute through Online Payment Gateway.**
3. **GENERAL INSTRUCTIONS REGARDING UPLOADING OF PCA DATA**
- a) **Photos of only prescribed dimensions / Scan format / Scan File size as per the attached instructions must be uploaded. If photos are not as per attached instructions, institute would not be able to upload the photo of the student.**
- b) Each Permission Cum Admission Form / Admit Card with photo is to be properly checked and authenticated by the concerned HOD and the Principal of the institute to avoid impersonation cases in the Haryana State Board Diploma Examinations.
- c) **Note for 1st year Regular Students and 2nd year DET-L Students:**
The institutes are requested to upload only the photographs of such students. The remaining data of these students is already available in PCA software with HSBTE.
- d) Principal of the institution must verify the **eligibility** of students appearing in the examination in order to avoid the **ineligible** candidate for appearing in the exams.
- e) **All the students having reappear in 1st/2nd/3rd /4th/5th /6th semester should fill the PCA form as per the New Syllabus. Further, institutes are requested to verify the subject Ids filled by the student as per the scheme.**
- f) **Detainees list must also be supplied along with hard copy and through e-mail (coehsbte15@gmail.com) before the start of Board Examination.**
- g) No candidate will be allowed to appear in the HSBTE Examination without the online submission of PCA Data by the institute.
- h) **The Computer Generated PCA Form with photo duly attested by the Principal/Head of the Institute must be carried by the candidate at the time of exam.**

NOTE: Mere filling of PCA does not entitle the candidates to appear in the examination. Only eligible and legitimate candidates shall be allowed to appear in the HSBTE Examination.

All the Principal(s) are requested to ensure that correct information is uploaded in the PCA list so that the examination could be conducted in a proper and smooth manner. All the instructions are to be complied with and implemented without any lapse. The whole staff of the institute may be informed well in advance to abide by these instructions so that any lapse may not occur during the examinations.


Controller of Exam
HSBTE, Panchkula

Endst. No.1111-13

/Exam /HSBTE

Dated: 01.04.2016

A copy of the above is forwarded to the following for information & necessary action.

1. Secretary to ACSTE for information of ACSTE-cum-Chairman, HSBTE
2. PS to DGTE for the kind information of DGTE-cum-Secretary, HSBTE
3. Additional Secretary, HSBTE, Panchkula

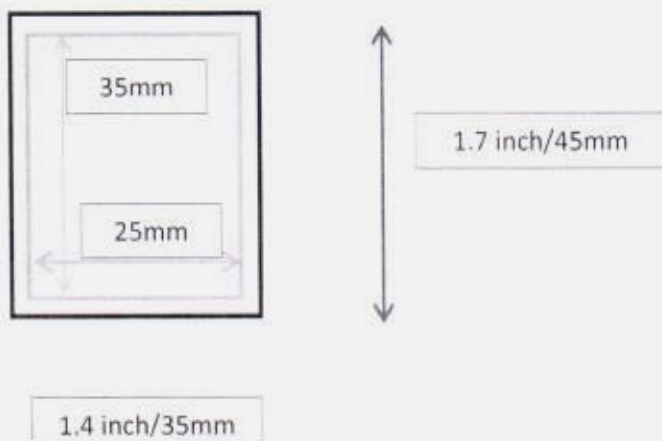

Controller of Exam
HSBTE, Panchkula

Instructions regarding Uploading of Photo In PCA Application

1. Photo should have following dimensions:

1. Height :- 1.7 inch

2. Width :- 1.4 inch



I. Specification of the Images:

1	Color Photograph size	45mm X 35 mm
2	Face size on Photograph	35mm X 25 mm
3	Scan Format on PCA (for uploading on PCA)	JPEG
4	Scan File Size	Not more than 70 kb

Note

1. The Size of the color photograph is 45mm X 35mm (preferably taken on a white background without borders).
2. The face on the photograph must be of 35mm height and 25mm width.
3. The file size of the scanned color photo image should not be more than 70kb.
4. The photograph must be of JPEG format and kept in a readily accessible folder in your personal computer.