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| Top PriorityDecember2014 Examination Matter |

From

 The Secretary

 Haryana State Board of Technical Education,

 Bays No. 7-12, Sector -4,

 Panchkula.

To

 All the Principal (s),

 Govt. / Govt. Aided / Self Financing Polytechnics.

  **Memo No: 5266 /HSBTE Dated: 10.10.2014**

**Subject: PCA schedule for Examination to be held in Dec 2014**

The next State Board Diploma Examination are scheduled to be held in Dec 2014. **Examination fees for Dec 2014 Diploma examination is Rs. 250/- per student per semester.** The schedule for filling of PCA form for the State Board Exams scheduled to be held in Dec 2014 is as under :-

1. Schedule of submission of permission cum admission (PCA) form for all semesters (1st to 6th) **:**

 (Fee to be deposited in the “PNB A/C Of H.S.B.T.E Haryana” through special fee

 challan available on the website i.e [www.hsbte.org](http://www.hsbte.org))

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| **Sr. No.** | **Filling of PCA Forms** | **Dates** |
| 1. | Without late fee | upto 12.11.2014 |
| 2. | With late fee of Rs.50/-  | upto 20.11.2014 |
| 3. | Last date for uploading the PCA data on website | 25.11.2014 |
| 4. | Last date for deposition of fees in PNB A/C of HSBTE | 28.11.2014 |

1. The permission cum admission forms including colored photos are to be properly checked and authenticated by the concerned HOD and the Principal of institute to avoid impersonation cases in the Haryana State Board Diploma Examinations.

The PCA forms are also to be uploaded on the website of HSBTE i.e. hsbte.com. The username and password for the site is already with the institutions. The instruction for uploading the data is available in the site. **To avoid the last minute rush the institutes are requested to upload the PCA data on daily basis.**

**The photographs of students are also required to be uploaded along with PCA form.**

**Note:**

Examination fees (Rs. 250/- per student per semester) is to be collected and is to be deposited in the PNB A/C of HSBTE through special fee challan only as per given schedule otherwise concerned Principal will be responsible for the same and this information must be uploaded on the website [www.hsbte.com](http://www.hsbte.com).

* 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.
* All the students having reappear in 1st/2nd/3rd /4th/5th semester should fill the PCA as per the New Syllabus.
1. **PCA Lists:**

The list of students appearing in the examination along with fee detail deposited in HSBTE account must be submitted to HSBTE office.

The Principal of the institute may kindly ensure that correct information is to be supplied in the PCA lists so that the examination could be conducted in a proper and smooth manner. One list is to be supplied year-wise, branch wise duly binded etc. complete in all respect. Detainees list must also be supplied along with hard copy and through E-mail (hsbte2007@gamil.com) before the start of theory examination.

 All the Principal(s) are requested to ensure that all these instructions are complied and implemented without any lapse. Moreover the whole staff of the institute may be informed well in advance to abide these instructions so that any lapse may not occur during the examinations.

3. No candidate will be allowed to appear in the HSBTE Examination without the online submission of PCA form and the same (Computer Generated PCA Form with photo) 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 the examination. Only eligible and legitimate candidates shall be allowed to appear in the HSBTE Examination.**

 **-Sd-**

**Controller of Exam**

 **HSBTE, Panchkula**

**Endst. No: 5267-68 /Exam Dated: 10.10.2014**

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

1. Additional Secretary, HSBTE, Panchkula

2. PS to DGTE for the kind information of W/ DGTE

 **-Sd-**  **Controller of Exam**

 **HSBTE, Panchkula**