

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, AMBALA CITY

O/O No./GPA: 1119

Dated: 23/10/2025

It is for the information of all students that PCA forms for **HSBTE Examination December-2025** will be available with their tutors from 23/10/2025. All students of **1st, 3rd & 5th semester regular and reappear of all semesters** are directed to fill and submit their PCA forms in respective departments **latest by 14/11/2025**.

The forms must be properly checked by Tutors and it should be ensured before signing it that a latest colour passport size photograph (**having roll no. digitally printed on it**) and must be pasted on it; **correct email ID and correct Mobile no.** is entered on it (It is mandatory as it will be used for further communication by HSBTE with student). They will also ensure that the subjects in which the student is **Fail in Sessional should not be filled** in form by the student.

All the **Students of 1st, 3rd, & 5th Semester regular** will submit completed form after depositing the Exam fee of Rs. 650/- with original fee receipt and ***photocopy of their qualifying exam i.e. Matric for DET students and 10+2 or ITI etc. for DET-L students and passport size photograph having roll no. digitally printed on it (02 copies)** stapled on it to the Tutor and the same will be sent to exam branch by the respective Tutor/ HOD after proper verification and attestation. The Tutor will collect all forms of their respective class, arrange in sequence and then submit it after ensuring that all students have filled form (along with list of regular students), signed by demand clerk.

The examination fee is Rs. 650/- per semester (For Reappear Students), Rs. 1300/- per student for reappear of 1st Year (Annual Pattern 2020 & 2021 batch). The fee will be deposited with cashier from 23/10/2025, 09:00AM onwards.

Note: Mercy Chance is not allowed in the December-2025 Exam. Hence, the students of 3 years Diploma course of 2020 Batch onwards (2020 batch-2025 Batch) and the students of 4 year Part time course of 2018 batch onwards can fill the PCA form.

*** Photocopy of Qualifying Exam and Two extra photographs have to submit only by the students admitted in 2025 under DET and DET-L.**

Endst. No./ GPA : 6296 — 307

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

1. HOD App. Sc./ Arch / Auto / Civil / Comp / ECE / Elect / Mech / Plast. To get it announced in the classes and share it on students WhatsApp groups.
2. Dy. Supdt./ Student's Notice Board
3. Cashier. (To collect the fees from students from 23.10.2025, 09:00AM onwards)

Principal,
Govt. Polytechnic,
Ambala City.

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