

Subject: Instructions regarding submission and uploading of PCA Forms for the forthcoming HSBTE Board Examination (December 2026).

All HODs/O/Is and Tutors are hereby directed to ensure strict compliance with the following schedule and instructions regarding the Permission-cum-Admission (PCA) Forms for the forthcoming HSBTE Board Examination.

1. PCA SCHEDULE AND IMPORTANT DATES

Sr. No.	Activity / Fee Details	Last Date
1	Semester system: Examination fee of Rs. 650/- per student per semester, including regular students of 1st, 3rd and 5th semesters and reappear students of all semesters. Annual system: Examination fee of Rs. 1,300/- per student per year, including reappear students of Diploma Pharmacy and reappear students of 1st year under the annual-pattern scheme for the 2021 batch.	Up to 5:00 PM on 10.11.2026 (Tuesday)
2	Last date for students to submit PCA Forms to their respective institute, with an additional late fee of Rs. 50/- per student per form.	Up to 5:00 PM on 19.11.2026 (Thursday)
3	Last date for submission of PCA Forms for Mercy Chance by students of 3-year Diploma Courses (batches prior to 2020) and 4-year Part-Time Diploma Courses (batches prior to 2018), along with the prescribed fee of Rs. 1,000/- per subject.	Up to 5:00 PM on 10.11.2026 (Tuesday)

Note: Mercy Chance is allowed in the December 2026 Examination, subject to the condition that a student of any batch may appear in a maximum of five (05) reappear subjects.

2. INSTRUCTIONS FOR UPLOADING STUDENT PHOTOGRAPHS

Photographs must be uploaded through the "Student PCA Form/UPLOAD PHOTO" link on the HSBTE portal, in accordance with the following instructions:

1. Only colour photographs with a white or light-coloured background shall be uploaded.
2. Photographs must be clear, visible and without borders.
3. The student must not be wearing a cap in the photograph.
4. The Roll Number must be digitally printed on the photograph.
5. Photographs taken using a mobile phone camera must not be uploaded.

3. IMPORTANT INSTRUCTIONS

6. The Tutor shall ensure that the PCA/Examination Form of any student includes a maximum of 12 subjects (regular plus reappear), as per the instructions already issued by the Board and available on its website under "Common Letters / Instructions for Each Board Exam".
7. A candidate shall not be promoted to the next semester if he/she fails to submit the PCA/Examination Form for the relevant semester examination, as per HSBTE Memo No. 2552/Exam/HSBTE dated 21.03.2017. Such candidates shall be treated as "Dropped Students".
8. Subject codes cannot be edited or corrected after the PCA Form has been submitted/uploaded.
9. All PCA data must be uploaded by the prescribed cut-off date. No request for correction or uploading after the cut-off date shall be entertained by the Board under any circumstances. Institutes must print the PCA data uploaded on the HSBTE portal and cross-check it for any correction or missing entry. Clerical errors or mistakes by data-entry operators shall not be accepted as grounds for correction.
10. Every institution must upload/update the verified e-mail ID and mobile number of each candidate under "Student PCA Form/UPLOAD PHOTO".
11. The student's e-mail ID must be valid, and the mobile number must be active and valid, as HSBTE communications will be sent to the Registered Mobile Number (RMN). The mobile number must contain exactly 10 digits; do not prefix +91 or 0. Numbers such as 9999999999 or 0000000000 must not be entered. The student shall be responsible for providing an incorrect e-mail ID or mobile number.

I. Optional/Elective Subjects: Students must enter the correct name and ID of the optional/elective subject in the PCA Form. The concerned HOD/O/I/Tutor must verify the details before final submission. No correction in this regard shall be entertained by the Board at any stage.

II. Improvement: Students may apply for improvement in the current examination, subject to HSBTE Examination Regulations.

III. The PCA Forms of the following categories of students must not be filled/uploaded under any circumstances:

12. As per HSBTE examination rules, a candidate who has failed in sessional(s) in a maximum of three subjects in a semester may be admitted to the succeeding semester/year, if otherwise eligible; however, the candidate shall not be allowed to appear in the theory examination of the subject(s) in which he/she failed in sessional(s).
13. A candidate who has failed in sessional(s) in more than three subjects shall not be allowed to appear in the semester examination and shall not be eligible to fill the PCA Form.

14. A candidate who does not fulfil the attendance and sessional-marks eligibility conditions under Rule 3.1(3)(ii) and (iii) shall not be allowed to appear in the examination and shall be required to repeat that semester/year as a regular candidate in the following year.
15. Students who did not submit a regular PCA Form for a semester ("Dropped Semester") shall not be promoted to the next semester, as per HSBTE Memo No. 2552/Exam/HSBTE dated 21.03.2017. Their PCA Forms must not be uploaded as "Reappear" for that semester. If such a case is detected, the candidate's entire performance/attempt in the current examination may be cancelled, and the institute/student shall be responsible for the resulting legal consequences.
16. PCA Forms must not be submitted/uploaded for students whose readmission after a gap of one year or more has not been approved by the Board.
17. PCA Forms must not be uploaded for subjects in which students have already been declared pass with grace marks.

5. GENERAL INSTRUCTIONS REGARDING UPLOADING OF PCA DATA

18. Each Permission-cum-Admission Form/Admit Card bearing the candidate's photograph must be properly checked and authenticated by the concerned HOD and the Principal to prevent impersonation in Haryana State Board Diploma Examinations.
19. All reappear students of the 1st to 6th semesters must fill in the PCA Form according to the new syllabus applicable to the relevant subject. HSBTE has merged several old Subject IDs with new Subject IDs; therefore, reappear cases must be entered using the new/merged Subject IDs wherever applicable.
20. HODs/O/Is/Tutors must cross-check and verify all Subject IDs entered by students before uploading the data on the examination portal. The institute/concerned officer shall be responsible for any lapse.
21. No candidate shall be permitted to appear in the HSBTE examination unless the institute has submitted the PCA data online.
22. The candidate must carry the computer-generated PCA/Admit Card bearing the photograph and duly attested by the Principal/Head of the Institute at the time of examination.

6. CATEGORIES ELIGIBLE TO APPLY FOR PCA FOR THE FORTHCOMING BOARD EXAMINATION

23. Regular students of 1st, 3rd and 5th semesters of Diploma Courses (batches 2026, 2025 and 2024, respectively).
24. Reappear students of 1st to 6th semesters of all Diploma Courses belonging to batches 2021, 2022, 2023, 2024 and 2025 only.
25. Reappear students of 1st year of Diploma Courses under the annual pattern for the 2021 batch.
26. Improvement cases, as permitted under HSBTE Examination Regulations.
27. Attention is invited to Clause 3.2 of the HSBTE Examination Regulations, which provides that before submission of examination forms, the HOD's/ O/I's must ensure that each candidate fulfils all eligibility conditions under Rule 3.1.

Note: All HOD/O/I's / Tutors ensure that the PCA form of eligible regular students must be Submitted in Exam Branch Upto 10/11/2026 along with the detail of Exam fees.

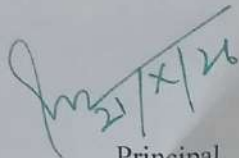
Principal
Guru Gorakhnath Ji
Govt. Polytechnic, Jhajjar

Endst No:-GPJ/ 5141

Dated:- 21-10-26

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

1. All HOD/ O/I's Ceramic, Civil, Computer, Electrical, ECE, Mechanical, App Science (Through email)
2. O/I Exam 3. O/I Cash 4. O/I Web site 5. Cashier 6. Institute Notice Board


Principal
Guru Gorakhnath Ji
Govt. Polytechnic, Jhajjar