

OFFICE OF PRINCIPAL, B. K. N. GOVERNMENT POLYTECHNIC, NARNAUL

OFFICE NOTICE

Notice No: 133

Dated: 31-10-2025

HSBTE Panchkula has notified the schedule for the submission of PCA forms for the upcoming Dec. -2025 Exam for all students of 2020 batch onwards.

The brief detail of schedule is as under.

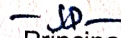
Sr. No	Exam Fee detail for PCA form	Last Date to deposit PCA form
1	Without Late Fee: Exam fee under Semester system: Rs 650/- per semester per student (for Regular of 1,3 & 5 semester & Reappears of all Semester) Exam fee under Annual system: Rs 1300/- per student per year (for Reappear of 1st year for 2020 & 2021 Batch students)	20.11.2025 (up to 05:00 PM)
2	With Late fee: Rs 50/- per student per PCA form	26.11.2025 (up to 05:00 PM)

Note:

- All the regular students are advised to submit the PCA form to the respective Class Tutor by 10.11.2025 so that forms can be timely uploaded on the portal of HSBTE.
- The PCA form submitted through email will not be accepted.**
- Examination fee may be deposited either **ONLINE** through State Bank Collect. Select the option Examination Fee → PCA Fee under B. K. N Govt. Polytechnic, Narnaul (www.onlinesbi.sbi) or in exam branch through debit / credit card. After successful payment, Note down their reference number.

Other Important Instructions:

- The regular student will not be promoted to the next semester if he/she fails to submit their PCA form for the respective regular class as per instruction conveyed by the Board vide memo no: 2552/Exam/HSBTE dated: 21/03/2017.
- Students can apply up to maximum **12 theory** subjects of regular & reappear.
- The **reappear students** will submit the PCA form after getting attested from the respective HOD along with self-attested copy of 10th certificate and proof of exam fee deposited/ reference number.
- Students having re-appear in 1/2/3/4/5/6 semester should fill the PCA form as per the new syllabus/subject codes as some of the old ID's have been merged into new ID's.
- The students having re-appear in practical subjects of any semester also need to apply for that particular subject/ semester with exam fee.
- The students are advised to refer the previous provisional marksheet while filling the PCA form and ensure that correct subject codes has been filled. The students themselves will be responsible in case of any delay and incorrect codes in this regard.
- Students are directed to visit HSBTE web site (www.hsbte.org.in) time to time for the detailed information & updates.**
- Students must carry a VALID Photo ID proof along with admit card while appearing in the examination.**
- The students are advised not to carry books, bags, money and mobile etc during the Examination. The Institute authority will not be responsible for loss of bags, money and mobile etc of candidates.**



Principal
B. K. N. Govt. Polytechnic
Narnaul

Endst No. 4027

Dated: 31-10-2025

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

- HOD Applied science/Civil/ Comp./ Electrical/ ECE/ I&C/ Mech.
- Officer In- charge Exam
- Officer In-charge Website: To Hoist on Institute Website
- Institute Notice Board
- PA for Guard File


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Narnaul