

OFFICE OF THE PRINCIPAL, GOVT. POLY., JAMALPUR SHEKHON

Office order no. 524

Date: 23-10-2025

All the concerned class tutors of respective branches are hereby directed that the PCA schedule has been notified by the HSBTE, So they are directed to get filled the PCA forms from students of the concerned class allotted to them, as per schedule given below for the next HSBTE examination to be held in Dec-2025. They are also hereby directed to follow the instructions while submitting the PCA forms to the examination branch.

Sr. No.	Activity	Last Date
01	Last date to submit PCA form by the students	Upto 07-11-2025
02	Last date to submit PCA form with additional late fees Rs.50/- per student per form	Upto 26-11-2025

Important instructions:-

1. The examinations fees will be under semester system Rs. 650 per student per semester.
2. Exam fees will be under annual system Rs. 1300 per student. (Batch-2020, 2021)
3. The students will not be promoted to next semester if he/she fails to submit PCA for the respective semester exam as per HSBTE instructions and will be detained. All the tutors are directed to keep record of such students so that these students cannot take admission in next semester.
4. All the students having re-appeared in 1st Year (annual system), 1st sem., 2nd sem., 3rd sem., 4th sem., 5th sem. & 6th sem. also have to fill the PCA form.
5. A student can apply in maximum of 12 (twelve) subjects (regular + reappear) only.
6. The students must submit the copy of DMC (10th class) with PCA form.
7. All the students appearing for Dec-2025 exam will deposit their fees through POS machine to Cashier of this institute.
8. The students must fill their activated mobile number & valid E-mail id in the PCA form and students will be responsible for these wrong entries.
9. The students must paste the recent colored Photographs with white & light background and the photographs should be clear and visible without border with printed of Roll no. on photographs.
10. Don't paste the photo taken from mobile camera.
11. Improvement: Students can apply for improvement in current exam.

All the tutors are required to inform the students about the same and they are directed to verify the photo and check the PCA forms properly before submission in Exam Branch.

To avoid the last minute rush as well as imposition of late fee, tutors are requested to submit the PCA form in exam branch on daily basis.

PLEASE TREAT IT AS MOST URGENT AND TIME BOUND

Principal
Govt. Polytechnic
JamalpurShekhon

Endst. No. GPJS/Exam/2025/ 9840

Dated:-23-10-2025

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

1. HOD Computer Engg, O/I Exam, Applied Sci., Civil, Elect., Mech., MLT, Website
2. Cashier and All tutors (Through Whatsapp)
3. Notice Board

Principal
Govt. Polytechnic
Jamalpur Shekhon
Maya