## Notice for Mercy Chance Students

It is for the information of Old batch students that Mercy Chance is allowed in May/June 2025 Exam for old Batches and student has to fill PCA form online on HSBTE portal as per following instructions: -

- Student may login through their Roll No on the portal at the link<u>https://hsbtehry.in</u> under the tab "*Student Panel/PCA Form* "and submit their PCA on HSBTE portal. User manual for the process is attached herewith.
- 2. The link will be activated w.e.f. <u>01.04.2025</u> and Last date to submit PCA form of <u>Mercy Chance</u> by the students of 3yr Diploma Courses (prior to 2019 batch) / 4yr Part Time Diploma Courses (prior to 2017 batch) online at link <u>https://hsbtehry.in</u> on the HSBTE portal with requisite fee of Rs.1000/- per subject is <u>08.05.2025</u>.
- Every candidate will have to submit his / her examination fee to Haryana State Board of Technical Education, Panchkula online before the last date intimated by the HSBTEi.e.08.05.2025.
- 4. Admit card will not be generated until and unless student pay the requisite fees.
- 5. Student will not be able to edit PCA in any circumstances once the payment was made. Therefore, Student must ensure about subject ids to be filled prior submission of PCA fee.

**Note:-** For any query in this regard Students may contact either to concerned Institute.

OR

Email : at hsbtehelpdesk@gmail.com

Helpdesk No.: +(91)-7696438770, 9779733131 & 9779723131

Controller of Exam HSBTE, Panchkula

- 1. After logging in successfully, you will be redirected to the **Dashboard** page.
- 2. The Dashboard serves as the central hub for managing key activities.
- 3. On the left side, click on "Student Panel" to proceed.



- 4. In the "Student Panel" there are multiple options.
- 5. Click on "PCA Form" to proceed.
- 6. You will be redirected to the page where student need to enter their Roll number.
- 7. After entering the After entering roll number click on "Search" Button in order to proceed.

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• After clicking on SearchButton, the form will open displaying your details.

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Note : "Email id" and "Mobile Number" are Mandatory, you can add/update Email id and Mobile Number as mentioned above.

- 8. Choose Regular, Re-appear, or Mercy exam subjects as applicable.
- 9. In the **Fee Information** section, you will see the total fee for your selected subjects.
- 10. Click **"Submit"** to complete the Process.

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11. After Submitting the PCA Form, a Confirmation page will appear displaying:

- Your **Personal Details** (Roll. No., Name, Course, semester, ect).
- The **Selected subjects** for the exam.
- The **Total Fee amount** to be paid.

12. In case of any **correction / update** in PCA student can edit the pca form from the edit button

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	Mother's Name	JAGBIRI			18168070000	5
	Gender	Male				
	Category	Scheduled Caste		DOB	12/09/1989	
	Email	jaimahesh007@gmail.com		Mobile No.	9050726236	
	Address	H. NO. 493/6, GALI NO. 02, NEW	MAHAVIR COLONY SONIPAT,, Mar	nendragarh, Chattisgarh, INDIA, 131001		
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## 13. Verify all the details and click on Pay now button to proceed

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		Mercy Paper(s)				
		S.No. Semester/Year	Subject Code	Subject Name		
		1 6	180761	Steel Structure Design and Drawing		
		2 6	180762	Earthquake Resistant Building Construction		
		3 6	180763	Quantity Surveying and Valuation		
		4 6	180765	Construcation Management and Accounts		
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- 14. After Clicking **Pay Now**, the payment gateway will open.
- 15. After selecting your preferred **Payment Method**, enter the required.
- 16. Click **Pay Now** to proceed with the transaction.
- 17. Once the payment is successful you will receive a confirmation message.

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18. After completing the payment, navigate to the **"Payments"** option in the left meu.

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- 19. This will redirect you to "**Payment Report List**" page, whereyou can view all your past transactions.
- 20. Locate your most recent payment and check its Transaction Status column.
- 21. You can check payment status by clicking on "Get status" button.

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22. If your Payment is not completed or amount is not debited or any amount is deducted from your bank, before Proceeding for another payment please go into your PCA form then click on **"Click here to check Payment Status"** to check your payment status.

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	2 6	180762	Earthquake Resistant Building Construction	
	3 6	180763	Quantity Surveying and Valuation	
	4 6	180765	Construcation Management and Accounts	
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NOTE: Do not retry another payment until the current payment status is marked as failed/success.