



NETAJI SUBHAS OPEN UNIVERSITY

Department of Examinations
134/1, Meghnad Saha Sarani, Kolkata – 700 029
Phone: 2464 6936, 4004 2096

Memo no. CoE/546/25

22.07.2025

NOTICE

Submission of Examination Form: Term-End Examination (School Placement/Internship)
B.Ed. Special Education [ID(IDD)/HI/VI] – ODL
December 2024 (5th Semester)

The learners of B.Ed. Special Education [ID(IDD)/HI/VI] – ODL Term-End Examination (**School Placement/Internship**) December-2024 are asked to submit their Examination Form through a dedicated portal, which will be opened on **29/07/2025** at **2:00 pm** in the following manners (mentioned in page no.-2) and the said examination are supposed to be held from second week of **August 2025**. Learners are requested to follow the NSOU Website, regularly.

This is for further information that during the period of course of study without permission of the Examinations Department, learners can neither change their own Registered Mobile number (submitted at the time of Admission) nor their own Alternative Mobile number (to be submitted in the Examination Form).

The examinees concerned may also be asked to submit their Examination fees as per the following rate:

Exam Type	T.E. Exam Fee	Examination Centre Fee
School Placement/Internship (SP/I)	Rs. 300/-	Rs. 100/- Per examinee,

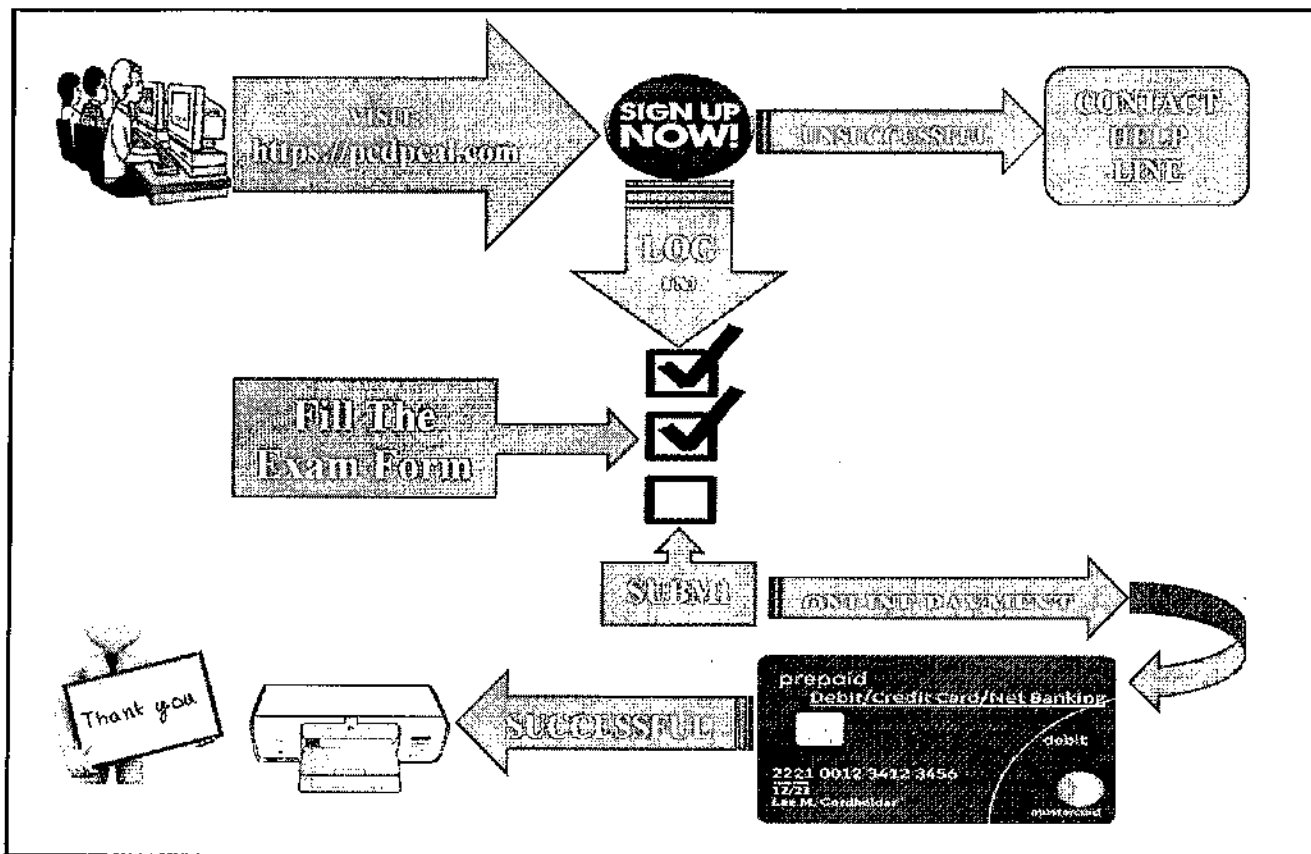
N.B. [Candidates have to bear online transaction charges, if any, along with the Examination fees]

Examination Form Submission Portal for the above-mentioned examination will be opened on **29/07/2025** at **2:00 pm** at <https://pcdpcal.com/> and will be closed on **31/07/2025** at **2:00 pm**. The person concerned are requested to follow the under mentioned guidelines for submission of the said forms.

Fees submission through Debit or Credit Card/Net Banking will be opened on **29/07/2025** at **2:00 pm** & will be closed on **31/07/2025** at **2:00 pm**. Learners are requested to print the payment details 'Challan' for future reference. However, the possibility of the link getting disconnected after successful payment of Examination fees, in which case the Online Payment Receipt cannot be generated instantaneously. If this occurs, please do not attempt to pay the Examination fees again immediately and wait for 1(One) working day by when the receipt may normally get generated.

Instructions for EXAMINATION FORM SUBMISSION:

- Visit Examination Form Submission Portal to submit filled-in Examination Form.**
- Take a Print Out of filled-in Examination Form and Pay online. (in the following ways)**



STEPS TO BE FOLLOWED:

1. **VISIT:** <https://pcdpca.com/>
2. **SIGN-UP:** With the System by Providing the Necessary Information of the Student. (ENROLMENT NO., NAME, STUDY CENTRE CODE) etc.
 - Enter Enrolment No. (Twice) (Both should be Same & Correct as per Enrolment Certificate)
 - Enter Alternative Mobile No. (Should be Same & Correct)

N.B.: If you don't want to enter the Alternative Mobile No. then type '*****' (five star) that means 'NO NEED'.

- Enter Aadhaar
- Enter E-mail ID
- Enter ABC ID (if not created, please visit: www.abc.gov.in)

Check if All the Above Information is Correct then SUBMIT.

3. **LOG-IN:** with the System: Enter into the System to submit FILLED-IN Examination Form.
4. **To submit filled-in Examination Form:** (Check the Paper/s is/are ☒ before the submission of Examination form)
 - **Tick** the Paper/s in which you want to appear. (Click **Select All** if you want to Appear in All the papers)
 - If you want to tick paper but it shows 'WN' it means Workshop Not Done, you can't appear (if applicable).

- **Check** Carefully to the Required Paper/s is/are to be correctly ticked.
- **Submit** if OK. (Once Submitted, Paper/s cannot be Altered/Changed)

5. **PAYMENT:**

- The submitted Filled-in Form will be shown automatically. Click on **PAY**.
- **Online Payment:** (To pay online with Debit or Credit Card/Net Banking)
Use **Debit or Credit Card/Net Banking** and Pay the proper Examination Fees. **Note Down the Transaction ID** carefully. It will be shown **Payment is successful**. Go to **Dash Board**. Click on **Filled-in Examination Form**. **Download & Print the Online Payment details 'CHALLAN' for Future Reference**. However, the possibility of the link getting disconnected after successful payment of Examination fees, in which case the Online Payment Receipt cannot be generated instantaneously. If this occurs, please do not attempt to pay the Examination fees again immediately and wait for 1(One) working day by when the receipt may normally get generated.

N.B.:

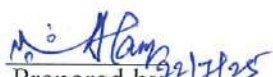
1) *It should be noted that during the submission of filled-in Examination Form, learners have to put their OWN MOBILE NUMBERS as Registered Mobile Number and Alternative Mobile Number. Since during the period of course of study, all important information like OTP, SMS etc. will be sent to any of these Mobile Numbers, hence without permission of the Department of Controller of Examinations learners can neither change their Registered Mobile Number nor their Alternative Mobile Number.*

2) *Learners are requested not to share any information, which has been written on the Enrolment Certificate cum Identity Card.*

3) *Helpline Number: 9830338974 for Examination Form submission, will be opened from 29/07/2025 to 31/07/2025 (11 am to 5 pm excluding Holidays, Saturdays & Sundays).*

Hope, you will enjoy the system. Your cooperation will be highly appreciated.

With regards.


Prepared by



(Rokeya Ray)

Controller of Examinations

Copy to: 1. E.S. to Hon'ble V.C. – for information please.
2. The Director, Study Centres, NSOU
3. The Director, School of Education, NSOU
4. The Director, School of Sciences, NSOU

5. The Director, School of Social Sciences, NSOU
6. The Director, School of Humanities, NSOU
7. The Director, School of Professional & Vocational Studies, NSOU