

Criteria to be treated as domicile of West Bengal and applicable proforma of certificate

Only those candidates will be treated as domicile of West Bengal who are either,

a) residing in West Bengal continuously at least for last 10 (ten) years as on 31.12.2019;

OR

b) Whose parent(s) is/are permanent resident(s) of West Bengal having permanent address within the State of West Bengal.

In case of a) above, a certificate is to be obtained as per forma 'a1' or proforma 'a2'.

In case of b) above, a certificate is to be obtained in pro forma 'b' or the candidate has to produce in original any two of Voter ID card/ Adhaar card/ Passport/ Ration card belonging to his/her parents. The said documents must justify that the residential address of parent(s) is in West Bengal.

Proforma 'a1' and 'b' are to be certified by Government Officials as detailed below and proforma 'a2' is to be certified by the Head of the Institution, wherefrom the candidate has passed or appeared 10+2 level examination.

For candidates possessing valid SC/ST/OBC-A/OBC-B certificates issued by competent officials of the Govt. of West Bengal, a separate domicile certificate is not necessary.

Competent authority to issue domicile certificate

A. **Proforma 'a1' or 'b'** must be signed and certified by any of the following competent authorities from Central Government or State Government *having local jurisdiction over the place of the permanent residence of the concerned candidate or his/her parents viz.*

- a. District Magistrate, Additional District Magistrate, Deputy Magistrate, Deputy Collector, Sub – Divisional Officer, Block Development Officer.
- b. Superintendent of Police, Additional Superintendent of Police, Sub Divisional Police Officer, Deputy Superintendent of Police,
- c. Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissionerate.
- d. Judicial Magistrate of any rank or position in the concerned district or Metropolitan locality or Hon'ble High Court at Calcutta or Hon'ble Supreme Court of India.
- e. Corporation Area - Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner.
- f. Assistant Secretary or above in the Secretariat to the Government of West Bengal (including GTA) or Central Government.
- g. Deputy Director or above in the Directorate to the Government of West Bengal or Central Government.

B. Officials issuing domicile certificates MUST provide his/her FULL NAME, DESIGNATION, PLACE OF POSTING with ADDRESS, LANDLINE/ MOBILE NUMBER. He/she should also provide his/her IDENTITY CARD NUMBER if available.

C. CERTIFICATES FROM ANY AUTHORITY OTHER THAN THOSE LISTED ABOVE 'WILL NOT BE ACCEPTED.'

D. Note: Domicile certificates issued by any elected people's representative such as municipal commissioner, Councillor of Municipal Corporation/ Municipality, Member of three-tier Panchayat system or GTA, MLA or MP are not acceptable for counselling.

Proforma 'a2' must be signed and certified by the Head of the Institution from which the candidate has passed or will appear in 10+2 examination. Such certificate must be issued after verification of the school education record of the candidate.

Competent Authorities for the issuance of SC/ST Certificate for candidates claiming under such reserve category of seats

SC/ST Certificates are to be issued by any of the following authorities:

- (i) Sub-Divisional Officers for all districts except Kolkata
- (ii) District Welfare Officer, Kolkata & Ex-Officio Joint Director, B.C.W. in case of Kolkata Municipal Area (as defined in clause (9) of Section 2 of K.M.C Act, 1980

Competent Authorities for the issuance of OBC-A / OBC-B Certificate for candidates claiming under such reserve category of seats:

As per Notification vide No. 374(71)-TW/EC/MR-103/94 dated 27/7/1994, read with Memorandum No. 1204-SBCW/MR-67/10 dated 27/7/2015 issued by Backward Classes Welfare Department. Govt. of W.B., the Sub Divisional Officer of a Sub- Division in a District is the certificate issuing authority. In Kolkata such certificate is issued by such an officer as the State Government by modification authorizes. Accordingly, the District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW has been notified to act as the certificate issuing authority in respect of Kolkata covering the jurisdiction of the Kolkata Municipal Corporation.

PROFORMA a1

**Residential/Domicile Certificate for candidates residing in the State of West Bengal
continuously for at least last ten (10) years as on 31.12.2019**

Certified that _____

Son / daughter of _____ is a resident/permanent
resident of West Bengal at Village/House No. _____

Street _____

Post Office _____ Police Station _____

In the District of _____ under _____

Assembly Constituency and has been living in the State of West Bengal continuously /
uninterruptedly at least for the last ten (10) years as on 31-12-2019.

Paste 4 cmx3 cm
size recent colour
photograph in this
box

Candidate's signature

**Candidate must sign here in front of the certifying
authority**

(Candidate's photograph)

Signature of Certifying Authority _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Office Address _____

Office Phone No. _____ Mobile No: _____ (optional)

ID No: _____ (optional)

*Note: Photograph is to be attested by the certifying authority.
The Certifying Authority should preserve a duplicate copy of this Certificate.*

PROFORMA a2

**Residential/Domicile Certificate for candidates residing in the State of West Bengal
continuously for at least last ten (10) years as on 31.12.2019**

Certified that _____ son / daughter of
_____ has passed the '10+2' Examination in the
year _____ / will appear in the Final '10+2' Examination in 2020 from this Institution.

It is also certified that the student is a resident/permanent resident of West Bengal at

Village/House No. _____

Street _____ Post Office _____

Police Station _____ in the District of _____

under _____ Assembly Constituency and has been living and
studying in the State of West Bengal continuously / uninterruptedly at least for the last
ten (10) years as on 31-12-2019.

Paste 4 cmx3 cm
size recent colour
photograph in this
box

Candidate's signature

**Candidate must sign here in front of the certifying
authority**

(Candidate's photograph)

Signature of Certifying Authority _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Office Address _____

Office Phone No. _____ Mobile No: _____ (optional)

ID No: _____ (optional)

Note: Photograph is to be attested by the certifying authority.

The Certifying Authority should preserve a duplicate copy of this Certificate.

PROFORMA b

Residential/Domicile Certificate for candidates not residing in the State of West Bengal but whose parent(s) is (are) permanent resident(s) of West Bengal having their permanent home address within West Bengal

Certified that _____

Father/ mother of _____ (the applicant) is/ are permanent Resident of West Bengal at Village/House No. _____

Street _____

Post Office _____ Police Station _____

In the District of _____

Under _____ Assembly Constituency

Paste 4 cmx3 cm size recent colour photograph of the candidate in this box

Paste 4 cmx3 cm size recent colour photograph of father/ mother of the candidate in this box

Father's/ Mother's Signature

Candidate's Signature

Candidate must sign here in front of the certifying authority

(Candidate's Photograph) (Father's/ Mother's Photograph)

Signature of Certifying Authority _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Office Address _____

Office Phone No. _____ Mobile No: _____ (optional)

ID No: _____ (optional)

Note: Photographs are to be attested by the certifying authority.

The Certifying Authority should preserve a duplicate copy of this Certificate.