

SECTION – 19

DOMICILE CERTIFICATES

Instruction regarding Residential / Domicile certificate.

Candidate seeking admission in Reserve category seats must be domicile of West Bengal and accordingly submission of Domicile certificate in prescribed format from competent authority is mandatory at the time of application. The Domicile of West Bengal shall be treated for those candidates who are

EITHER

Residing in West Bengal continuously at least for last 10 years as on..... (Proforma A-I and A-II)

OR

Whose parent(s) is / are permanent resident (s) of West Bengal having permanent address within the state of West Bengal (Proforma-B)

Competent Authority to issue Domicile Certificate

Proforma A-I and Proforma-B:

It 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, as the case may be .viz. District Magistrate , (ii) Additional District Magistrate, (iii) Deputy Magistrate (iv) Deputy Collector; (v) Sub-divisional Officer ; (vi) Block Development Officer ; (vii) Superintendent of Police; (viii) Additional Superintendent of Police (ix) Sub-divisional Police Officer or Deputy Superintendent of Police (x) Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissioner ate; (xi) 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; (xii) Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner of Municipal Corporation (xiii) Executive Officer of Municipality; xiii) Assistant Secretary / Equivalent or above in the Secretariat to the Government of West Bengal (including GTA) or Central Govt. (xv) Deputy Director or above in the Directorate to the Government of West Bengal or Central Government.

Every Official certifying the Domicile Status of the candidate or his/her parents MUST provide one's Full NAME, DESIGNATION, PLACE OF POSTING WITH ADDRESS, LANDLINE AND MOBILE NUMBER ALONGWITH EMPLOYEE'S IDENTITY CARD NUMBER, These details are MANDATORY, CERTIFICATION FROM ANY AUTHORITY OTHER THAN WHAT HAVE BEEN ENUMERATED ABOVE WILL NOT BE ACCEPTED.

Note: No elected people's representative like Municipal Commission, Counselor of Municipal Corporation, any elected member of three – tier Panchayat system or GTA, MLA or MP is entitled to issue such certificates.

Proforma A-II

Domicile certificate in this proforma should be obtained from Head of the Institution from which the candidate has passed his/her 10+2 examination. Such certificate may be issued based on verification of the school education record of the candidate. The proforma such certificate is given hereunder & to be downloaded.

PROFORMA : A-I

**Residential/Domicile Certificate for candidates residing in the State of West Bengal
continuously for at least last ten (10) years as on 31.12.2022**

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 31-12-2022.

Paste
4 cm x 3cm
size recent
colour
photograph
attested

Candidate's signature

**Signature of Candidate to be obtained
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: A-II

Residential/Domicile Certificate for candidates residing in the State of West Bengal continuously for at least last ten (10) years as on 31.12.2022

Certified that _____ son / daughter of _____ has passed the '10+2' Examination in the year _____ the Final '10+2' Examination in the year _____ 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 31-12-2022.

Paste
4 cm x 3cm
size recent
colour
photograph
attested

Candidate's signature

**Signature of Candidate to be obtained
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 cm x 3cm size
recent colour
photograph
attested

Paste
4 cm x 3cm
size recent
colour
photograph
attested

Father's/ Mother's Signature

Candidate's Signature

**Signatures to be obtained 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.