

## SECTION – 30

### PRESCRIBED FORMAT OF DOMICILE CERTIFICATES

#### Explanation / Clarification for Residential / Domicile requirement.

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-1 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-1 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 may 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 for Residential/Domicile Certificate

**PROFORMA - A-I**

Applicable for candidates residing in the State of West Bengal continuously at least for last ten (10) years as on 15.12.2013

To be issued by authorized persons other than Head of the Institution from which the candidate appeared/is due to appear in '10+2' or equivalent examination.

**Domicile Certificate : Type-A-I**

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 15-12-2013.

Paste passport  
size  
photograph of  
applicant in this  
box

Note :

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph, as used in the Confirmation Page. The same photograph should be used during his/her admission through this system.

Signature of Certifying Authority \_\_\_\_\_  
Designation with Official Seal \_\_\_\_\_  
Full Name of Certifying Authority \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_  
ID No. \_\_\_\_\_

Note : The Certifying Authority may please preserve the duplicate copy of the Certificate in his/her Office provided by the candidate.



Proforma for Residential / Domicile Certificate

**PROFORMA - A-II**

Applicable for candidates residing in the State of West Bengal continuously at least for last ten (10) years as on 15.12.2013

To be issued by the Head of the Institution from which the candidate appeared/is due to appear in '10+2' or equivalent examination.

**Domicile Certificate : Type - A-II**

Certified that \_\_\_\_\_ son / daughter of \_\_\_\_\_ has passed the '10+2' Examination in the year \_\_\_\_\_ / will appear in the Final '10+2' Examination in 2014 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 in the State of West Bengal continuously / uninterruptedly at least for the last ten (10) years as on 15-12-2013.

Paste passport size photograph of applicant in this box

Note :

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph, as used in the Confirmation Page. The same photograph should be used during his/her admission through this system.

Signature of Head of the Institution \_\_\_\_\_

Designation with Official Seal \_\_\_\_\_

Full Name of Certifying Authority \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Note : The Certifying Authority may please preserve the duplicate copy of the Certificate in his/her Office provided by the candidate.