

### **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.*
- i. District Magistrate, Additional District Magistrate, Deputy Magistrate, Deputy Collector, Sub – Divisional Officer, Block Development Officer.
  - ii. Superintendent of Police, Additional Superintendent of Police, Sub Divisional Police Officer, Deputy Superintendent of Police,
  - iii. Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissionerate.
  - iv. 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.
  - v. Corporation Area - Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner.
  - vi. Assistant Secretary or above in the Secretariat to the Government of West Bengal (including GTA) or Central Government.
  - vii. 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, land line/mobile number. He/she should also provide his/her identity card number if available.
- c) 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.
- d) **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.

**PROFORMA a1**

**Residential/Domicile Certificate for candidates residing in the State of West Bengal  
continuously for at least last ten (10) years as on 31.12.2021.**

Certified that \_\_\_\_\_

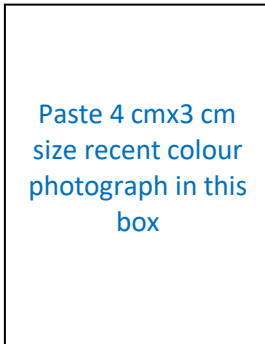
Son / daughter of \_\_\_\_\_ is a resident/permanent  
resident of West Bengal at Village/House No. \_\_\_\_\_

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 31-12-2021.



**(Candidate's photograph)**



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

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 31.12.2021.**

Certified that \_\_\_\_\_ son / daughter of \_\_\_\_\_ has passed the '10+2' Examination in the year \_\_\_\_\_ / will appear in the Final '10+2' Examination in 2022 from this Institution.

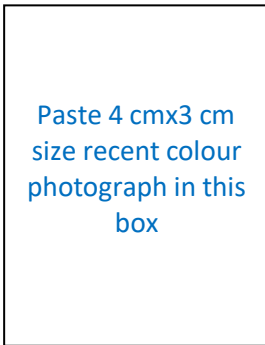
It is also certified that the student is a resident/permanent resident of West Bengal at

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 31-12-2021.



**(Candidate's photograph)**

Candidate's signature

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

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.*