

**SECTION - 17**  
**Prescribed Format of Domicile Certificates**

Page:

**APPENDIX-1**

**PROFORMA a1**

**Residential/Domicile Certificate for candidates residing in the State of West Bengal  
Continuously for at least last ten (10) years as on 31.12.2024**

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 31-12-2024.

Paste 4cmx3cm  
size recent colour  
photograph in  
this box. Photo  
must be attested  
by the certifying  
authority

Candidate's signature

**Candidate must sign here in front of the  
Certifying Authority**

**(Candidate's photograph)**

Signature of Certifying Authority \_\_\_\_\_

Full Name of Certifying Authority (Block letters) \_\_\_\_\_

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

\_\_\_\_\_ Office Address \_\_\_\_\_

\_\_\_\_\_ Office Phone No. \_\_\_\_\_

Mobile No: \_\_\_\_\_ (optional)

ID No: \_\_\_\_\_ (optional)

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

*The Certifying Authority may preserve a duplicate copy of this Certificate as record.*

**PROFORMA a2****Residential/Domicile Certificate for candidates residing in the State of West Bengal continuously for at least last ten (10) years as on 31.12.2024**

Certified that \_\_\_\_\_ son/daughter of \_\_\_\_\_ has passed the '10+2' Examination in the year \_\_\_\_/ will appear in the Final '10+2' Examination in 2025 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 31-12-2024.

Paste 4 cmx3 cm size recent colour photograph in this box. Photo must be attested by the certifying authority

Candidate's signature

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

**(Candidate's photograph)**

Signature of Certifying Authority \_\_\_\_\_

Full Name of Certifying Authority (Block Letter) \_\_\_\_\_

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

\_\_\_\_\_ Office Address \_\_\_\_\_

\_\_\_\_\_ Office Phone No. \_\_\_\_\_

Mobile No: \_\_\_\_\_ (optional)

ID No: \_\_\_\_\_ (optional)

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

*The Certifying Authority may preserve a duplicate copy of this Certificate as record.*

**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. Photo must  
be attested by the  
certifying  
authority

Paste 4 cmx3 cm  
size recent colour  
photograph of  
father / mother of  
the candidate in  
this box. Photo  
must be attested  
by the certifying  
authority

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 \_\_\_\_\_

Full Name of Certifying Authority (Block Letter) \_\_\_\_\_

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

\_\_\_\_\_ Office Address \_\_\_\_\_

\_\_\_\_\_ Office Phone No. \_\_\_\_\_

Mobile No: \_\_\_\_\_ (optional)

ID No: \_\_\_\_\_ (optional)

*Note: Photographs are to be attested by the certifying authority.**The Certifying Authority may preserve a duplicate copy of this Certificate as record.*

## APPENDIX-3

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|-------|--|
| 3.4.1 | <p><b>Criteria to be treated as domicile of West Bengal and applicable proforma of certificate</b></p> <p>Only those candidates will be treated as domicile of West Bengal who are either,</p> <p>a) Residing in West Bengal continuously at least for last 10 (ten) years as on 31.12.2024.</p> <p style="text-align: center;"><b>OR</b></p> <p>b) Whose parent(s) is/are permanent resident(s) of West Bengal having permanent address within the State of West Bengal.</p> <p>In case of a) above, a certificate is to be obtained as per proforma 'a1' (Appendix - 1) or proforma 'a2' (Appendix-2).</p> <p>In case of b) above, a certificate is to be obtained in proforma 'b' (Appendix - 3) or the candidate must produce in original any two of Voter ID card/ Aadhaar 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.</p> <p>During counseling etc. if SC/ST/OBC/EWS candidates who are domiciled in West Bengal and cannot produce required domicile certificate, they can produce/upload their category certificates (issued by the Govt. of WB) in lieu of domicile certificate. But in that case if the category certificate is found invalid at the time of verification, their domicile status is also considered to be NON-West Bengal.</p>  |
| 3.4.2 | <p><b>Competent authority to issue domicile certificate</b></p> <p>a) <b>Proforma 'a1' or 'b'</b> must be signed and certified by any of the following competent authorities from Central Government or State Government <i>having local jurisdiction over the place of the permanent residence of the concerned candidate or his/her parent(s) viz.</i></p> <ol style="list-style-type: none"> <li>i. District Magistrate, Additional District Magistrate, Deputy Magistrate, Deputy Collector, Sub-Divisional Officer, Block Development Officer.</li> <li>ii. Superintendent of Police, Additional Superintendent of Police, Sub Divisional Police Officer, Deputy Superintendent of Police,</li> <li>iii. Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissioner ate.</li> <li>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.</li> <li>v. Corporation Area-Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner.</li> <li>vi. Assistant Secretary or above in the Secretariat to the Government of West Bengal (including GTA) or Central Government.</li> <li>vii. Deputy Director or above in the Directorate to the Government of West Bengal or Central Government.</li> <li>viii. 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.</li> </ol> <p><b>b) 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.</b></p> <p>c) <b>Proforma 'a2'</b> 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.</p> |