

Criteria for Residential/Domicile of West Bengal

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

A) residing in West Bengal continuously for at least 10 (ten) years as of 31.12.2023.

OR

B) whose parent(s) is/are a permanent resident(s) of West Bengal having permanent address within the State of West Bengal. In the case of (A) above, a certificate is to be obtained as per proforma 'a1' (**Annexure – I**) or proforma 'a2' (**Annexure – I**). In case of (B) above, a certificate is to be obtained in proforma 'b' (**Annexure – I**), 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 the parent(s) is/are in West Bengal.

Competent authority to issue domicile certificate

- a) Proforma 'a1' or 'b' must be signed and certified by any of the following competent authorities from the Central Government or State Government having local jurisdiction over the place of the permanent residence of the concerned candidate or his/her parent(s) 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, 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.
 - viii. Collector of Kolkata (Stamp and Revenue) located at 11, N.S. Road, Kolkata-700001 for the inhabitants under the jurisdiction of Kolkata Police Area.
- b) Officials issuing domicile certificates MUST provide their full name, designation, place of posting with address, and landline/mobile number. He/she should also provide his/her identity card number if available.
- c) Domicile certificates issued by any elected people's representative such as Municipal Commissioner, Councillor of Municipal Corporation/ Municipality, Member of a three-tier Panchayat system or GTA, MLA or MP are unacceptable.
- d) Proforma 'a2' must be signed and certified by the Head of the Institution from which the candidate has passed or will appear in the 10+2 examination. Such a certificate must be issued after verifying the candidate's school education record.

ANNEXURE-I

PROFORMA 'a1'

Residential/Domicile Certificate for candidates residing in the State of West Bengal continuously for at least last ten (10) years as on 31.12.2023

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 31-12-2023.

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 letters) _____

Designation with Official Seal _____

Office Address _____

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

ID No: _____ (optional)

Note: Photograph is to attested by the certificate 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 31.12.2023**

Certified that _____ son / daughter of
_____ has passed the '10+2' Examination in
the year / will appear in the Final '10+2' Examination in 2024 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 31-12-2023.

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 letters) _____

Designation with Official Seal _____

Office Address _____

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

ID No: _____ (optional)

Note: Photograph is to attested by the certificate 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 letters) _____

Designation with Official Seal _____

Office Address _____

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

ID No: _____ (optional)

Note: Photograph is to attested by the certificate authority.

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