UTTAR BANGA KRISHI VISWAVIDYALAYA

Pundibari, Cooch Behar
West Bengal-736165

PRESCRIBED FORMAT FOR DOMICILE CERTIFICATE

Domicile Certificate

1. Candidates seeking admission to Undergraduate programme must essentially be a domicile of the State of West Bengal except for candidates of ICAR quota, Kashmiri Migrants and Foreign students.
2. All such candidates must produce a valid Domicile certificate to be considered for admission.
3. Certificates of reserved category (e.g. ST, ST, OBC-A, OBC-B, PWD) cannot be considered as domicile certificates.
4. **Criteria to be treated as domicile of West Bengal**

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

   (a) Residing in West Bengal continuously at least for last 10 (ten) years as on 31st December, 2021.

   OR

   (b) whose parent(s) is/are permanent resident(s) of West Bengal having permanent address within the State of West Bengal.

5. **Proforma to be used:** Candidate may submit any one of the following three proforma as detailed in the following table-

Description	Proforma to be used	Issuing Authority
Candidate residing in West Bengal continuously at least for last 10 (ten) years as on 31st December, 2021	**Proforma-A1** (***see Annexure-I***)	Competent authorities from Central Government or State Government as given below
Candidate residing in West Bengal continuously at least for last 10 (ten) years as on 31st December, 2021	**Proforma A2** (***see Annexure-II***)	Head of the Institution from which the candidate has passed Higher Secondary or equivalent(10+2) examination.
Candidate's parent(s) is/are permanent resident(s) of West Bengal having permanent address within the State of West Bengal.	**Proforma: B** (***see Annexure-III***)	Competent authorities from Central Government or State Government as given below

6. In absence of Domicile certificate in prescribed proforma, the candidate has to produce in original any two of Voter ID card/ Aadhaar card/ Passport/ Ration card belonging to his/her parents. The said documents would justify that the residential address of parent(s) is in West Bengal.

7. Competent authority to issue domicile certificate in '<u>Proforma-A1</u>' or '<u>Proforma-B</u>'

(a) '**Proforma-A1**' or '**Proforma-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, as the case may be*, 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) **Every official certifying the Domicile Status of the candidate or his/her parents MUST provide his/her FULL NAME, DESIGNATION, PLACE OF POSTING WITH ADDRESS, LANDLINE/ MOBILE NUMBER. He/she should also provide his/her IDENTITY CARD NUMBER if available.**

(c) ***CERTIFICATION FROM ANY AUTHORITY OTHER THAN THOSE THAT HAVE BEEN ENUMERATED ABOVE 'WILL NOT BE ACCEPTED.'***

(d) **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.***

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 31.12.2021

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.

Paste 3cm X 4cm size recent colour photograph of the candidate in this box

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.

Annexure-II

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 2021 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.

Paste 3cm X 4cm size recent colour photograph of the candidate in this box

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.

Annexure-III

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 3cm X 4cm size recent colour photograph of the candidate in this box	Paste 3cm X 4cm 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**

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.