

PROFORMA a1

Residential/Domicile Certificate for candidates residing in the State of West Bengal continuously for at least last ten (10) years as on 31.12.2025.

Certified that _____

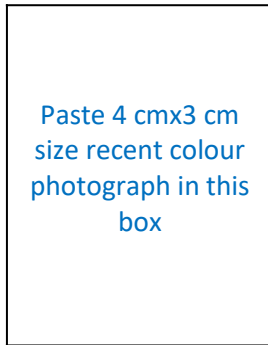
Son / daughter of _____ is a resident/permanent resident of West Bengal at Village/House No. _____

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 31-12-2025.



(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 31.12.2025.

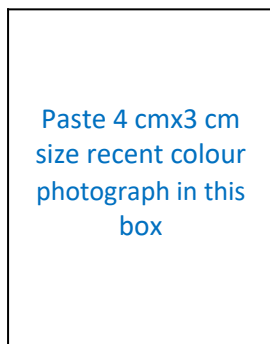
Certified that _____ son / daughter of _____ has passed the '10+2' Examination in the year _____ / will appear in the Final '10+2' Examination in 2023 from this Institution.

It is also certified that the student is a resident/permanent resident of West Bengal at Village/House No. _____

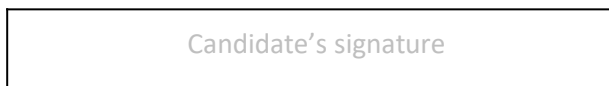
Street _____ Post Office _____

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 31-12-2025.



(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 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.

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.

a) District Magistrate, Additional District Magistrate, Deputy Magistrate, Deputy Collector, Sub – Divisional Officer, Block Development Officer.

b) Superintendent of Police, Additional Superintendent of Police, Sub Divisional Police Officer, Deputy Superintendent of Police,

c) Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissionerate.

d) 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.

e) Corporation Area - Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner.

f) Assistant Secretary or above in the Secretariat to the Government of West Bengal (including GTA) or Central Government.

g) 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, Councilor 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.