



Faculty of Technology
UTTAR BANGA KRISHI VISWA VIDYALAYA
Pundibari, Cooch Behar
West Bengal-736165

PRESCRIBED FORMAT FOR DOMICILE CERTIFICATE

Domicile Certificate

1. All candidates must produce a valid Domicile certificate to be considered for admission.
2. Certificates of reserved category (e.g. SC, ST, OBC-A, OBC-B, PWD) cannot be considered as domicile certificates.
3. **Proforma to be used:** Candidate will submit the following proforma.
4. **Competent authority to issue domicile certificate in prescribed proforma -**
 - (a) The proforma 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.***



PROFORMA

Certified that _____ son/daughter of
_____ is a resident/permanent resident
at Village/House No. _____ Street _____
Post Office _____ Police Station _____ in the
District of _____ under the state of _____

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.*