



**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, 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 31<sup>st</sup> December, 2025.

**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 31 <sup>st</sup> December, 2025	<b>Proforma-A1</b> (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 31 <sup>st</sup> December, 2025	<b>Proforma A2</b> (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.	<b>Proforma: B</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 'Proforma-A1' or 'Proforma-B'**

- (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.***

**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.

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.*

**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 2026 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.

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.*

**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.*