



Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute under the Ministry of Education, Govt. of India)

(Affiliated to GET[TET&SD] & MAKAUT, Govt. of West Bengal)

Narayanpur, Malda - 732141, West Bengal

www.gkciet.ac.in

SL No: 2026-27/ Diploma /

Application for admission/registration to 1st Year(JEXPO) /2nd Year (VoCLET)
Polytechnics at Ghani Khan Choudhury Institute of Engineering & Technology,
Malda through counselling-2026

SESSION 2026 -2027

Affix your
recent Passport
Size Colour
Photograph

(FILL THE FORM IN CAPITAL LETTERS ONLY)

1.	Name of the Candidate						
2.	Father's Name						
3.	Mother's Name						
4.	Date of Birth (DD/MM/YYYY)						
5.	Gender (M/F/T) Please Tick (✓)	Male		Female		Third Gender	
6.	Nationality				7. State		
8.	Religion				9. Blood Group		
10.	Student's contact no.						
11.	Student's email ID						
12.	Father's /Guardian's contact no. (Must)						
13.	Address						
	Full Residential/ Permanent address with P.O., P.S., District, State and PIN						
	Parent's address with P.O., P.S., District, State and PIN (Must)						

Application No:		Allotted Department	
Rank:		Allotted Category	

14. Category, Please Tick (✓)

The supporting documents are to be submitted, if applied under the category.

(i) GEN		(ii) GEN-PwD		(iii) GEN-EWS	
(iv) GEN-EWS-PwD		(v) OBC-NCL		(vi) OBC-NCL-PwD	
(vii) SC		(viii) SC-PwD		(ix) ST	
(x) ST-PwD		(xi) TFW		(xii) LLQ	

15. Fees Details

An admission / registration fee (for 1st Semester / 3rd Semester-Lateral Entry only) of **Rs. 1,205/- (Rs. 905/- for TFW)** needs to be paid online per candidate.

The payment can be made through **GKCIET Payment link from GKCIET official website**
<https://www.gkciет.ac.in/payment>

16. Check List/Supporting Documents are to be provided/enclosed

- a. Original documents / two sets of self-attested photocopied documents are to be submitted physically for your provisional admission/registration. Queries can be sent to:

kiran@gkciет.ac.in	for Civil Engineering
aks@gkciет.ac.in	for Computer Science & Engineering
sdu@gkciет.ac.in	for Electrical Engineering
nitesh@gkciет.ac.in	for Mechanical Engineering
pkp@gkciет.ac.in	for Food Technology

- b. The hard copy of this application along with the following original documents as per Sl. No. (1,2,10, 11, 12, 13, 16, 18)) and self-attested copies for the rest of necessary documents, and a xerox copy of whole set are to be submitted physically in the office/Academic Section of this Institute as per notice/ guidelines. Your final admission/registration will be confirmed after receiving all of the necessary documents only.

Sl. No.	Items	(Yes/No)
1.	Rank Card	
2.	Allotment Letter cum Money Receipt of JEXPO/VoCLET-2026 (2 copies)	
3.	Other documents/confirmation of JEXPO/VoCLET -2026	
4.	Admit Card of Secondary or equivalent examination (Date of Birth should not be after 01.07.2011)	
5.	Mark-sheet of Secondary or equivalent examination for 1 st Year	
6.	Certificate of Secondary or equivalent examination for 1 st Year	
7.	Mark-sheet of HS (Vocational) or equivalent examination for Lateral	
8.	Certificate of HS (Vocational) or equivalent examination for Lateral	
9.	Aadhar Card of the candidate	
10.	School Leaving Certificate or Migration Certificate (if applicable) in Original	
11.	Residential / Domicile Certificate from Competent Authority as per standard format in Original as per standard format	
12.	Physical Fitness or Medical Certificate as per given format - in Original (ANNEXURE-I)	
13.	Affidavit on Rs. 10/- stamp paper by student (ANNEXURE-II)	
14.	Caste Certificate for the candidate under category.	
15.	Physically Challenged Certificate# -if applicable	
16.	Affidavits for Anti-Ragging by Candidate & Parents (printout of online documents mandatory) https://www.antiragging.in/affidavit_standalone_form.php)	
17.	03 (Three) copies of recent passport sized colour photographs (write name and D.O.B on back of the photos)	
18.	EWS/TFW certificate as per standard format	

Eligibility of your candidature will be considered as per the norms of Govt. of India

* Application with incomplete details or without necessary documents may be summarily rejected.

UNDERTAKING

I do hereby declare that the particulars stated by me in this application form are true to the best of my knowledge and belief. I have read the information related to rules and regulations as given in the admission/counselling brochure/institute website. I shall abide by the terms and conditions therein. Further, in the event of suppression or distortion of any fact like category, educational qualifications, nationality, etc. made in my application form, I understand that my candidature is liable for cancellation. I also understand that the decision of the authorities of Institute regarding my admission/registration is final and I shall abide by the decision of the Institution. Further, if admitted, I promise to abide by the academic and disciplinary rules and norms of the Institute/affiliating University/other Governing Bodies such as AICTE and UGC etc., Govt. of India. I have also read Disciplinary Rules for students given in the Institute website under Student Zone and will abide them.

I am aware that hostel facilities are not available at this moment, and will abide by the hostel rules and regulations as and when it is provided to me.

Further, I declare that I have provided the correct and authentic information through e- mail and during online verification. If any information given by me in form of digital or hard copy, is found incorrect at any point of time, my admission/candidature will automatically stand CANCELLED without any further reference, and I will also be liable for all the consequences for submitting the false information.

Anti-ragging Undertaking Reference No. _____ Signed on
_____/____/2026

Signature of the Parent/s

Signature of the Candidate

Importance Information for the students

This is a ragging free Campus. Names of the Anti-Ragging Committee members and Name of the Anti-Ragging Squad members are given in the Institute website under the category of Information Centre < <https://www.gkciet.ac.in/facility/Anti-Ragging>> .

Student also are advised to go through ragging related circulars (UGC regulations on Curbing the Menace of Ragging in Higher Education Institutions 2009 and its subsequently amendments) given on UGC website.

The Institute follows Central Govt/AICTE guideline pertaining to "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and stakeholders may visit Institute website> Information Centre> ICC section (<https://www.gkciet.ac.in/facility/icc>) in this regard. Name of Members and contact details of Internal Complaint Committee are uploaded there.

MEDICAL CERTIFICATE (to be issued by a Registered Medical Practitioner)					
<u>GENERAL EXPECTATIONS</u> Candidates should have good general physique. In particular, • Chest measurement should not be less than 70 cm, with satisfactory limits of expansion and contraction. • Vision should be normal. In case of defective vision, it should be corrected to 6/9 in both eyes or 6/6 in the better eye. Colour blind and uni-ocular (having vision in only one eye) persons are restricted from admission to certain courses. • Hearing should be normal. Defective hearing should be corrected. • Heart and lungs should not have any abnormality and there should be no history of mental illness and epileptic fits.					
1	Name of the candidate:				Gender:
2	Identification Mark (a mole, scar or birthmark), if any				
3	Major illness/operation, if any (specify nature of illness/operation)				
4	Height in cm:		Weight in kg:		Blood Group:
5	Past History	(a) Mental illness (b) Epileptic Fit			
6	Chest (a) Inspiration in cm		(b) Expiration in cm		
7	Hearing				
8	Vision with or without glasses:	Right Eye	Left Eye	Colour Blindness	Unocular vision (having vision in only one eye)
9	Respiratory System				
10	Nervous System				
11	Heart		(a) Sounds		(b) Murmur
12	Abdomen (a) Liver (b) Spleen		Hernia		Hydrocele
Any other defects: Certificate of Medical Fitness ☐ ☐ The candidate fulfils the prescribed standard physical fitness, medical fitness and is FIT for admission to Engineering/Architecture/ Pharmaceuticals/ Science Course. The candidate does not fulfil the prescribed standard of physical fitness/medical fitness and is unfit/temporarily unfit for admission due to following defects: _____ Name of the Doctor _____ Regn. No _____ Signature with date _____ Seal					

A F F I D A V I T

(on a Rs. 10/- Stamp Paper)

I, _____, son/daughter of _____, Application No.
_____, Roll/Rank No. _____ of **JEXPO/VoCLET -2026**, resident of
_____do hereby solemnly affirm and declare as follows:-

- I understand that allotment of hostel accommodation is the discretion of the Institute.
- I will abide by all the Rules & Regulations of the Institute, Boards, and Academic & Disciplinary bodies.
- That I will not bring any outside pressure, influence during my study at GKCIET, Malda.
- That if I violate any of those above clauses at any time during my course at GKCIET, I understand that my admission will be cancelled by the Institute Authority.
- I was not involved in any forms of campus violence in my earlier college/institute and do not have any FIR lodged against me in police station/s.
- I will ensure that my attendance will remain $\geq 75\%$ in all semesters.
- I will ensure payment of fees on time.
- I undertake that I will be a part of GKCIET (Deemed-to-be-University) as and when the institute is granted the status of a Deemed-to-be-University.
- All the statements are true to the best of my knowledge and belief

Date:

Signature of student

Date:

Signature of parent

GUIDELINES FOR THE VERIFICATION DESK
FOR ALLOWING PROVISIONAL ADMISSION OF THE CANDIDATES
IN FIRST YEAR OF DIPLOMA COURSES IN ENGINEERING & TECHNOLOGY
(Academic Session 2026-27)

ONLY FOR FINAL ALLOTMENT

The West Bengal State Council of Technical & Vocational Education & Skill Development has published the Merit List for admission of students in 1st year of Diploma Courses in Engineering & Technology during the Academic Session 2026-27. Council also issued Provisional Rank Card to all the merit listed candidates. The online counselling for admission of candidates is being made based on the aforesaid Merit List. The allotment of seat to a provisionally merit listed candidate will be made based on the Unreserved / Category Rank, vacancy position, choices and priority filled up by him/her during counseling.

IMPORTANT: 1) The marks of Qualifying Examination along with other details, which were submitted by the candidates during their application through the online portal of the Council, have been considered for preparation of the aforesaid merit lists. Therefore, the marks obtained by a candidate in the qualifying examination have to be checked at the institute level before taking final admission. All the details submitted by the candidates during application, will be available in the Institute Login Panel.

During such verification, if it is found that the marks provided by a candidate is more than what he/she has actually obtained as per his/her marksheet, then his/her provisional admission is liable to be cancelled. But if the marks provided by him/her is less than what he/she has actually obtained as per his/her marksheet, his/her admission may be allowed.

2) The candidates must pass their Qualifying Examination from the Recognized Board / Council listed below (Annexure – D)

Abbreviations for allotment of seats in the **Final Allotment Letter** will be used as follows:–

TFW	TUTION FEE WAIVER
LLQ	LAND LOOSER QUOTA
EXS	WARDS OF EX-SERVICEMAN DIED IN ACTION
EWS	ECONOMICALLY WEAKER SECTIONS
SQFPC	STATE QUOTA FEMALE PHYSICALLY CHALLENGED
SQFGEN	STATE QUOTA FEMALE UNRESERVED
SQFSC	STATE QUOTA FEMALE SCHEDULED CASTE
SQFST	STATE QUOTA FEMALE SCHEDULED TRIBE
SQFOBC	STATE QUOTA FEMALE OBC
SQOPC	STATE QUOTA OPEN PHYSICALLY CHALLENGED
SQPWD	STATE QUOTA OPEN PHYSICALLY CHALLENGED
SQOGEN	STATE QUOTA OPEN UNRESERVED
SQOSC	STATE QUOTA OPEN SCHEDULED CASTE
SQOST	STATE QUOTA OPEN SCHEDULED TRIBE
SQOIBC	STATE QUOTA OPEN OBC
DQFPC	DISTRICT QUOTA FEMALE PHYSICALLY CHALLENGED

DQFGEN	DISTRICT QUOTA FEMALE UNRESERVED
DQFSC	DISTRICT QUOTA FEMALE SCHEDULED CASTE
DQFST	DISTRICT QUOTA FEMALE SCHEDULED TRIBE
DQFOBC	DISTRICT QUOTA FEMALE OBC
DQOPC	DISTRICT QUOTA OPEN PHYSICALLY CHALLENGED
DQOGEN	DISTRICT QUOTA OPEN UNRESERVED
DQOSC	DISTRICT QUOTA OPEN SCHEDULED CASTE
DQOST	DISTRICT QUOTA OPEN SCHEDULED TRIBE
DQOBC	DISTRICT QUOTA OPEN OBC

In addition to verification of the marks obtained by the candidates in their qualifying examinations, the Verification Desk of the institute is also required to verify all other documents in original with respect to age, caste/category, home district, etc. in consonant with the data available in the Merit List as well as in the Final Allotment Letter of the candidates. Upon successful verification of all these aspects, final admission of the candidates may be made.

A. Candidates, who will take final admission against their allotted seat, will be advised to report at the Verification Desk of the Institute where allotted with the following documents:-

- Two copies of Final Allotment Letter cum Money Receipt.
- Admission to the allotted seat has to be made after successful verification of all relevant documents in ORIGINAL. Candidature is liable to be cancelled if a candidate fails to produce any of the documents in original before the verifying authority or produces fake documents at the time of admission and his/her allotted seat will be cancelled automatically.
- Last date of taking final admission will be specified in the Allotment Letter. After the specified last date, admission will not be allowed.
- Candidates have been asked to bring the following **documents in ORIGINAL** along with other documents and **one set of self-attested photocopies** of all the documents for verification and submission at the time of admission:

Mandatory Documents

- Rank Card
- Aadhaar Card
- Final Allotment Letter cum Money Receipt (**2 copies**)
- Recent passport size colour photograph (**1 copy**)
- Admit Card / Certificate of Madhyamik / equivalent examination for **Age Proof**. Birth Registration Certificate will also be accepted as age proof
- Mark sheet of Madhyamik or equivalent examination
- Migration or School Leaving Certificate (**ORIGINAL**) (Required if passed from the Board/Council other than the West Bengal Board of Secondary Education)
- Medical Fitness Certificate (**ORIGINAL**) issued by a Registered Medical Practitioner / Medical Officer stating that the candidate possesses good health and physique with sound mind. He is not suffering from any disease/physical or mental infirmity. He has no colour blindness, mentally fit and able to pursue technical course.
- Filled-in Domicile Certificate (**ORIGINAL**) in the prescribed format

Other Documents (if applicable)

- SC/ST/OBC Certificate (**ORIGINAL**) issued by competent authority of the Government of West Bengal
- Benchmark Disability Certificate (**ORIGINAL**) issued by competent authority
- Certificate with respect to Land Loser issued by competent authority of Government of West Bengal (**ORIGINAL**)
- Certificate with respect to Tuition Fee Waiver (TFW) Scheme issued by competent authority (**ORIGINAL**)
- Certificate with respect to Economically Weaker Section (EWS) Scheme issued by competent authority (**ORIGINAL**)
- Certificate with respect to Ward of Ex-Serviceman (EXS) Scheme issued by competent authority (**ORIGINAL**)

N.B. 1. *In case of SC / ST / OBC / PC / TFW / LLQ / EXS / EWS candidates, who have been allotted an Unreserved Category seat, documents have to be verified accordingly.*

2. *The District Quota* seats will be allotted based on the data provided by the candidates under “Home District”. Candidates residing in a district should only get district reservation facility for the said district only. For determination of “Home District”, Aadhaar Card / Voter Card / Driving License / Ration Card may be referred. **Candidates hailing from the State other than West Bengal will only get State Quota seats.**

Candidates residing in the districts of Kolkata, North 24 Parganas, South 24 Parganas, Hooghly and Howrah will be allotted seats under ‘KNSHH’ zone. However, there will be **no District Quota seats** in the polytechnics located in the districts of Kolkata, South 24 Parganas, North 24 Parganas, Howrah and Sub-Divisions of Kalyani under Nadia District and Chandannagar, Serampore & Chinsurah under Hooghly District.

Medical Fitness Certificate: All candidates (including Physically Challenged) have to produce Medical Fitness Certificate, issued by the Registered Medical Practitioner, at the time of admission. Such Medical Certificate must possess signature, seal and registration number of the Medical Practitioner.

All documents of a candidate should invariably be checked before offering provisional admission with respect to eligibility criteria, age, category, home district, etc. The category through which a candidate has been allotted the seat will be mentioned in his/her Allotment Letter. Documents in support of the caste/category are to be checked and the candidate, if he/she fails to furnish any one of such documents, will not be allowed provisional admission.

After verification of all testimonials in original, the personnel of Verification Desks shall have to ‘APPROVE’ a provisionally allotted candidate through online portal of the Council within the stipulated time frame.

B. Guidelines of checking all testimonials are as follows:-

- Candidates must pass Madhyamik Examination from West Bengal Board of Secondary Education or its equivalent examination from the Board/Council (List of recognized Board / Council is furnished below). For this purpose, Mark Sheet of the qualifying examination of the candidate has to be checked. In case of Grade Point, conversion formula of the concerned Board / Council has to be used.

- ***There is no upper age limit. However, the candidate should not be born after 01.07.2011.*** For the purpose, Admit Card or Certificate of the qualifying examination or Birth Registration Certificate of the candidate has to be checked.
- Scheduled Caste / Scheduled Tribe / Other Backward Class certificate issued by the competent authority of the State of West Bengal against a candidate, allotted a seat under such quota will be valid only. SC/ST/OBC candidates having such certificates issued by the authorities of the States other than West Bengal are not eligible for such benefit. No candidate will be allowed admission in SC/ST/OBC quota unless he/she produces valid SC/ST/OBC certificate at the time of admission.
- Candidates, allotted seats reserved for Physically Challenged (PC) category, are eligible for seeking admission under PC Quota. **Candidates who obtained the Benchmark Disability Certificate with disability not less than 40% by the competent authority are eligible for admission under PC quota.** The certificate should be issued by any Government Hospital. No candidate will be allowed admission in PC quota unless he/she produces valid Benchmark Disability Certificate at the time of admission.
- **For candidates allotted seats under Land Loser Category**

Out of total approved seats, certain numbers of seats in Government & Government Sponsored polytechnics have been kept reserved under "Land Loser" (LLQ) category. Candidates opted for and allotted "Land Loser" (LLQ) category seats for 1st year admission will have to produce relevant certificate in original issued by the competent authority of Government of West Bengal at the time of admission, without which such claims will not be entertained and thereby, allotments will be treated as cancelled. ***Certificate issued in the name of parents/legal guardians of a candidate by the competent authority shall only be considered.***

- **For candidates allotted seats under TFW Category**

Candidates who are domiciled in West Bengal and whose annual family income from all sources during the financial year 2025-26 is less than Rs.8.00 lakhs will be allowed admission under TFW scheme. For the purpose of determining the annual income of parents/guardian from all sources, an officer of the State Government in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate of the State or Central Government of similar rank or above in the rural region or Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate of State or Central Government of similar rank or above in the urban region, will be competent to issue income certificate. ***TFW Scheme is equally applicable for Government, Government Sponsored & Private Polytechnics.***

Candidates who have allotted seats under TFW quota will have to produce certificate in original at the time of admission without which such claim will not be entertained and thereby, his/her allotment will be treated as cancelled. ***No amount towards 'Tuition Fee' from the allotted candidates under this category will be collected by the Institute.***

- **For candidates allotted seats under EWS Category**

The candidates who are domiciled in West Bengal and whose annual family income from all sources during the financial year 2025-26 is less than Rs.8.00 lakhs will be allowed admission under EWS scheme. For the purpose of determining the annual income of parents/guardian from all sources, an Income and Asset Certificate issued by any District Magistrate / Additional District Magistrate / Sub Divisional Officer / District Welfare Officer (DWO), Kolkata for Kolkata Municipal Area.

Candidates who have allotted seats under EWS quota will have to produce certificate in original at the time of admission without which such claim will not be entertained and thereby his/her allotment will be treated as cancelled. **The formats for submission of information in this regard are furnished below.**

N.B. If any minor discrepancy is observed in the Allotment Letter with respect to the Candidate's Name, Father's Name, Date of Birth, Aadhaar Number, etc., the same may be taken into cognizance and other documents may be considered in support of his / her claim and admission of such candidate may be allowed considering any of his original documents.

C. Collection of Tuition & Other Fees:-

- The candidates who were allotted seats in Government / Government Sponsored Institutions other than TFW quota, have already paid Rs.800/- (Rs.200/- for Admission Fee + Rs.600/- for Tuition Fee of 12 months), while candidates allotted seats in Government / Government Sponsored Institutions under TFW quota, have paid Rs.200/- towards Admission Fee. The other fees, if any, should be collected at institute level.
- No fees towards Tuition & Other fees have been collected from the candidates allotted seats in Self-Financed Institutions. They shall have to pay the requisite Tuition & Other Fees at institute level where final admission has been taken.



DHIMAN BARAI, IAS
Chief Administrative Officer
WBSCT & VE & SD

ECONOMICALLY WEAKER SECTIONS (EWS) – ANNEXURE 1

10% of seats are reserved for the candidates of Economically Weaker Sections (EWS) as specified in the Office Memorandum No. 325-PAR(AR)/3P-1/2019, dated 09/07/2019 of Government of West Bengal.

Eligibility Criteria:

- (a) Persons who are not covered under the scheme of reservation of SC, ST & OBC.
- (b) Gross Annual Family Income should be below Rs.8.00 lakh (Rupees eight lakh only). Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.
- (c) Persons whose families do not own or possess any of the following assets –
 - a. 5 acres agricultural land and above.
 - b. Residential flat of 1000 sq. ft. and above.
 - c. Residential plot of 100 sq. yards and above in notified municipalities.
 - d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.The property held by a family in different locations would be clubbed together for determining EWS status.

Income and Asset Certificate Issuing Authority:

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by any of the following authorities in prescribed format as given in **Annexure-C**:

- 1. District Magistrate / Additional District Magistrate.
- 2. Sub-Divisional Officer.
- 3. DWO, Kolkata for Kolkata Municipal Corporation area.

Persons seeking Income and Asset Certificate shall apply in prescribed format in **Annexure-A** to the following authorities with supporting documents:

- 1. Block Development Officer of rural areas.
- 2. Sub-Divisional Officer for Municipalities.
- 3. DWO, Kolkata for Kolkata Municipal Corporation area.

List of supporting documents (illustrative and not exhaustive), self attested copies of which may be attached to the application for Income and Asset Certificate:

- a. EPIC or Citizenship Certificate of self or parents.
- b. PAN Card of self or parents
- c. Birth Certificate issued by the competent authority / Admit Card or Certificate of Madhyamik or equivalent Examination.
- d. Pay Slip of self or parents.
- e. Income Certificate from prescribed authorities.
- f. Residential Certificate.
- g. RoR / Parcha / Registered Deed.
- h. Certificate in support of Sub-Caste from Pradhan of Gram Panchayat / Chairman of Municipalities / Councillor of Municipal Corporations.
- i. Self Declaration in regard of Family Income, Assets and Sub-Caste in the prescribed format in **Annexure-B**.

ANNEXURE - A**FORM OF APPLICATION FOR ECONOMICALLY WEAKER SECTIONS (EWS) CERTIFICATE**

To

The Sub-Divisional Officer / District Welfare Officer, Kolkata.

Sir,

I do hereby apply for Economically Weaker Sections (EWS) Certificate in the following prescribed proforma, for which particulars are given below. I hereby undertake that the information is correct to the best of my knowledge and belief and if anything found contrary I would be liable for that.

Yours faithfully,

Date :

(Signature of applicant / guardian in case of minor)

1. Full Name of Applicant :

2. Father's /Husband's Name :

3. Name of Caste :

4. (a) Date of Birth :

(b) Place of Birth :

Village / Ward	Police Station	District	State

5. Address since Birth :

(a) Present Address :

Para / House No. / Road / Village	Ward No. / G.P.	Post Office	District	State	Pin

(b) Other Address(s) :

Para / House No. / Road / Village	Ward No. / G.P.	Post Office	District	State	Pin

6. Nationality :

7. Religion :

8. Sex :

9. Details of two (2) referees :

Name of 1st referee	Address of 1st referee	Name of 2nd referee	Address of 2nd referee

10. Whether the applicant or his family migrated from other State / Country? :

11. If point no. 10 is 'Yes' :

Migration Certificate No. :

Date of Issue :

Address in his/her State of origin :

Village / Ward	Police Station	District	State	Country	Year

12. INCOME AND ASSET DETAILS :

A. Service Details of Father :

Type of Organisation :

Name of the Organisation :

Designation :

Age :

Date of Appointment :

Service Details of Self :

Type of Organisation :

Name of the Organisation :

Designation :

Age :

Date of Appointment :

Service Details of Mother :

Type of Organisation :

Name of the Organisation :

Designation :

Age :

Date of Appointment :

Service Details of Spouse :

Type of Organisation :

Name of the Organisation :

Designation :

Age :

Date of Appointment :

B. Agriculture Land Holding : Owned by self, spouse, mother, father & minor children

i) Location :

ii) Size of holding in acres:

C. Income / Wealth of Father :

i) Annual income from Salary :

ii) Annual income from other sources :

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished)

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished):

iv) Whether covered in Wealth Tax Act : Yes/No
(if so furnish details)

Income / Wealth of Mother :

i) Annual income from Salary:

ii) Annual income from other sources :

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished)

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished):

iv) Whether covered in Wealth Tax Act : Yes/No
(if so furnish details)

C. Income / Wealth of Self :

i) Annual income from Salary :

ii) Annual income from other sources :

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished)

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished):

iv) Whether covered in Wealth Tax Act : Yes/No
(if so furnish details)

Income / Wealth of Spouse :

i) Annual income from Salary:

ii) Annual income from other sources :

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished)

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished):

iv) Whether covered in Wealth Tax Act : Yes/No
(if so furnish details)

13. List of documents submitted

(i) Two recent colour passport size photograph.

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

Date :

(Signature of applicant / guardian in case of minor)

Acknowledgement Slip

Application No. :

Date :

Name :

Father's Name :

Applied for : Income & Asset Certificate for Economically Backward Society(EWS)

N.B. i. Please use application No. for further reference.

ii. Applicant is to appear for hearing at the concerned B.D.O. / S.D.O. office on 2nd or 4th Wednesday of any month within next 60 days between 12 noon and 3 pm after online submission.

iii. Please bring original documents for verification at the time of hearing.

ANNEXURE-B

Self Declaration by the applicant seeking Income and Asset Certificate in regard to Sub-Caste, family income and assets or by the guardian in case of minor

I, Sri/Smt..... son/daughter of Sri
....., residing at
....., West Bengal, do
hereby declare that I belong to Sub-Caste, which is not
covered under the reservation scheme for the Scheduled Caste / Scheduled Tribe /
Other Backward Classes - A/ Other Backward Classes - B in West Bengal and gross
income (from salary, agriculture, business, profession etc.) of my family from all
sources is below Rs. 8.00 (Rupees eight lakh) lakh.

Further, I also declare that my family does not possess any of the following assets :

- (a) 5 (five) acres of agricultural land and above;
- (b) Residential flat of 1000 sq. ft. and above;
- (c) Residential plot of 100 sq. yards and above in notified Municipalities;
- (d) Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.

(Signature of applicant / guardian in case of minor)

Properties held by each of the family members in different locations have to be clubbed together

* Family for this purpose will include the person seeks EWS certificate, his/her parents and siblings below the age of 18 years and also his/her spouse and children below the age of 18 years.

ANNEXURE - C

Government of West Bengal
(Name & Address of the issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date _____

VALID FOR THE YEAR _____

Recent Passport
size attested
photograph of
the applicant

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____, a permanent resident of _____ village/Street _____ Post Office _____ District _____ Pin Code _____ in the state of West Bengal whose photograph is attested below belongs to economically Weaker Sections, since the gross annual income* of his/her family ** is below Rs 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets ***:

- I. 5 acres agricultural land and above
 - II. Residential flat of 1000 sq. ft and above
 - III. Residential plot of 100 sq. yards and above in notified municipalities
 - IV. Residential plot of 200 sq. yards and above in notified municipalities
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a scheduled Tribe and other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc

Note2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test or determine EWS status.

PROFORMA – A

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

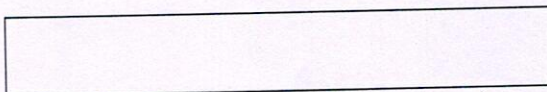
(This certificate will be issued by an Officer of the State Govt. in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate of State or Central Govt. of similar rank or above OR Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate of State or Central Govt. of similar rank or above)

Certified that son / daughter of
..... is a resident / permanent resident of West
Bengal at Village / House No. Street
Post Office Police Stationin the
District of under
Assembly Constituency and has been living in the State of West Bengal continuously / uninterruptedly for the
last 10 (ten) years as on 31.12.2025.

Paste a good quality
recent passport size
colour photograph of
size 4.5 cm x 3.5 cm
within this box

same as that was used
for Application Form in
the session 2026-27.

(candidate's photograph)



(Candidate must sign within the above box
in front of the Certifying Authority)

Signature of the Certifying Authority with Date :

Name of the Certifying Authority :

Designation with Office Seal of the Certifying Authority :

Office Phone No.: Mobile No. (Optional)

ID No. (Optional)

Note: (i) Photograph is to be Attested by the Certifying Authority.

(ii) The Certifying Authority should preserve a duplicate copy of this Certificate.

PROFORMA – B

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

(This certificate will be issued by the Head of the Institution
from where the candidate passed his/her Secondary / Higher Secondary / ITI Examination)

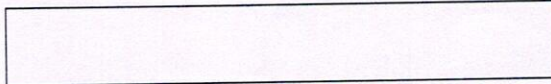
Certified that son / daughter of
..... has passed / appeared the (i) Secondary
(Madhyamik) Examination or equivalent examination, OR (ii) Higher Secondary (10+2) Examination or
equivalent examination, OR (iii) Passed 10th + 2 year ITI (continuous) in the year from the
Institute

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 in the
State of West Bengal continuously / uninterruptedly for the last 10 (ten) years as on 31.12.2025.

Paste a good quality
recent passport size
colour photograph of
size 4.5 cm x 3.5 cm
within this box

same as that was used
for Application Form in
the session 2026-27.

(candidate's photograph)



(Candidate must sign within the above box
in front of the Certifying Authority)

Signature of the Certifying Authority with Date:

Name of the Certifying Authority :

Designation with Office Seal of the Certifying Authority :

Office Phone No.: Mobile No. (Optional)

ID No. (Optional)

Note: (i) Photograph is to be Attested by the Certifying Authority.

(ii) The Certifying Authority should preserve a duplicate copy of this Certificate.

PROFORMA – C

Residential / Domicile Certificate for candidates not residing in the State of West Bengal continuously for at least last 10 (ten) years as on 31.12.2025

(This certificate will be issued by an Officer of the State Govt. in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate of State or Central Govt. of similar rank or above OR Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate of State or Central Govt. of similar rank or above)

Certified that son / daughter of
..... has passed / appeared the (i) Secondary
(Madhyamik) Examination or equivalent examination, OR (ii) Higher Secondary (10+2) Examination or
equivalent examination, OR (iii) Passed 10th + 2 year ITI (continuous) in the year from the Institute
.....

It is also certified that the candidate is a resident / permanent resident of Village / House No.
Street Post Office
Police Station in the District of
under Assembly Constituency and has been living in the State
of continuously / uninterruptedly for the last 10 (ten) years as on
31.12.2025.

Paste a good quality
recent passport size
colour photograph of
size 4.5 cm x 3.5 cm
within this box

same as that was
used for Application
Form in the session

2026-27.

(Candidate's
photograph)

Paste a good quality
recent passport size
colour photograph of
size 4.5 cm x 3.5 cm
within this box

(Father's / Mother's
photograph)

(Candidate must sing within the above box
in front of the Certifying Authority)

(Candidate's Father / Mother must sing within the above
box in front of the Certifying Authority)

Signature of the Certifying Authority with Date:

Name of the Certifying Authority :

Designation with Office Seal of the Certifying Authority :

Office Phone No.: Mobile No. (Optional)

ID No. (Optional)

Note: (i) Photographs are to be Attested by the Certifying Authority.

(ii) The Certifying Authority should preserve a duplicate copy of this Certificate.

LIST OF RECOGNIZED BOARDS / COUNCILS – ANNEXURE D

Name of States / Union Territories	Name of the Board / Council / School
Andhra Pradesh	Board of Intermediate Education, Andhra Pradesh
	Board of Secondary Education, Andhra Pradesh
	Andhra Pradesh Open School Society
Arunachal Pradesh	Directorate of School Education, Government of Arunachal Pradesh
Assam	Assam Higher Secondary Education Council
	Assam Board of Secondary Education /
	Board of Secondary Education, Assam
	Assam State Open School
	Assam Sanskrit Board
	State Madrasa Education Board, Assam
Bihar	Bihar School Examination Board
	Bihar Sanskrit Siksha Board, Patna
	Bihar State Madrasa Education Board, Patna
	Bihar Board of Open Schooling and Examination
	Bihar Intermediate Education Council, Patna
Chhattisgarh	Chhattisgarh Board of Secondary Education, Raipur
	Chhattisgarh State Board of Open School, Raipur /
	Chhattisgarh State Open School, Raipur
	Chhattisgarh Sanskrit Board, Raipur
	Chhattisgarh Madrasa Board
Goa	Goa Board of Secondary and Higher Secondary Education
Gujarat	Gujarat Secondary and Higher Secondary Education Board
	Gujarat State Open School / Gujarat State Open Schooling
Haryana	Board of School Education, Haryana
	Haryana Board of Education
	Haryana Open School, Bhiwani
Himachal Pradesh	Himachal Pradesh Board of School Education
	Himachal Pradesh State Open School
Jammu & Kashmir	Jammu & Kashmir State Board of School Education /
	Jammu & Kashmir Board of School Education
	Jammu & Kashmir State Open School
Jharkhand	Jharkhand Academic Council, Ranchi
Karnataka	Karnataka Secondary Education Examination Board
	Karnataka Board of Pre-University Education
	Karnataka Open School, JSS Maha Vidyapeeth, Mysore
Kerala	Kerala Board of Public Examinations
	Kerala Board of Higher Secondary Examination, Thiruvananthapuram /
	Board of Higher Secondary Education, Kerala
	The Kerala State Higher Education Council
	Kerala State Open School, Thiruvananthapuram
	Kerala Board of Vocational Higher Secondary Examination /
	Vocational Higher Secondary Education, Kerala /
	Board of Higher Secondary Education (Vocational), Kerala

Name of States / Union Territories	Name of the Board / Council / School
Madhya Pradesh	Madhya Pradesh Board of Secondary Education /
	Board of Secondary Education, Madhya Pradesh
	Madhya Pradesh State Open School /
	Madhya Pradesh State Open School Education Board
	Maharshi Patanjali Sanskrit Sansthan, Bhopal
	Madhya Pradesh Madarsa Board
	Maharshi Sandipani Rashtriya Veda Sanskrit Shiksha Board
Maharashtra	Maharashtra State Board of Secondary & Higher Secondary Education, Pune
	Maharashtra State Board of Open Schooling
	Council of Universal Buddhist University, Nagpur
Manipur	Manipur Board of Secondary Education, Imphal /
	Board of Secondary Education, Manipur
	Council of Higher Secondary Education, Manipur
Meghalaya	Meghalaya Board of School Education
Mizoram	Mizoram Board of School Education
Nagaland	Nagaland Board of School Education
Odisha	Board of Secondary Education, Odisha
	Council of Higher Secondary Education, Odisha
	Odisha State Board of Madrasa Education
Punjab	Punjab School Education Board /
	Punjab State Education Board
Rajasthan	Rajasthan Board of Secondary Education, Ajmer /
	Board of Secondary Education, Rajasthan
	Rajasthan State Open School, Jaipur
Sikkim	Board of Open Schooling & Skill Education, Sikkim
Tamil Nadu	State Common Board of School Education, Tamil Nadu /
	State Board of School Examinations (Sec.), Tamil Nadu /
	Tamil Nadu Board of Secondary Education, Chennai
	Board of Higher Secondary Examinations, Tamil Nadu /
	Tamil Nadu Board of Higher Secondary Education, Chennai
	Tamil Nadu State Open School / Tamilnadu State Open Schooling
Telangana	Board of Secondary Education, Telangana
	Telangana State Board of Intermediate Education /
	Telangana Board of Intermediate Education
	Telangana Open School Society
Tripura	Tripura Board of Secondary Education
Uttar Pradesh	Madhyamik Shiksha Parishad, Uttar Pradesh
	Board of High School and Intermediate Education, Uttar Pradesh
	Uttar Pradesh Board of Secondary Sanskrit Education
	Uttar Pradesh State Open School Board
	Uttar Pradesh Board of Madrasa Education
Uttarakhand	Uttarakhand Board of School Education
	Uttanchal Shiksha Evm Pariksha Parishad, Ram Nagar, Nanital
	Bhartiya Shiksha Board, Haridwar, Uttarakhand
	Uttarakhand Sanskrit Education Board, Dehradun
	Uttarakhand Sanskrit Shiksha Parishad, Dehradun

Name of States / Union Territories	Name of the Board / Council / School
	Uttarakhand Madarsa Education Board, Dehradun
	Uttarakhand Madarsa Shiksha Parishad, Dehradun
West Bengal	West Bengal Board of Secondary Education
	West Bengal Council of Higher Secondary Education
	West Bengal Board of Madrasah Education
	The West Bengal Council of Rabindra Open Schooling
	Visva-Bharati / Visva-Bharati University
	West Bengal State Council of Vocational Education & Training /
	West Bengal State Council of Technical and Vocational Education and Skill Development (Vocational Education Division) /
	West Bengal State Council of Technical and Vocational Education and Skill Development
UT (Silvassa & Diu)	Gujarat State Board /
	Gujarat Secondary and Higher Secondary Education Board
Delhi (National Boards)	Central Board of Secondary Education (CBSE), Delhi
	Council for the Indian School Certificate Examinations (CISCE), New Delhi
	National Institute of Open Schooling (NIOS), New Delhi [formerly National Open School (NOS), New Delhi]
	National Council for Vocational Training (NCVT) / National Council for Vocational Education and Training (NCVET)
Other Recognized Boards/ Councils/ Institutes	Directorate of Army Education, New Delhi
	Banasthali Vidyapith, Banasthali, Rajasthan
	Gurukul Kangri Vishwavidyalaya, Haridwar
	Rashtriya Sanskrit Sansthan, New Delhi
	Aligarh Muslim University, Aligarh
	Jamia Miliya Hamdard University
	Jamia Miliya Islamia, New Delhi / Jamia Millia Islamia
	IGCSE Programme from University of Cambridge (International Exam.) five passes with grade A,B&C.
	International Baccalaureate - Asia Pacific
	Rajiv Gandhi University of Knowledge Technologies
	Delhi Board of School Education
	Delhi State Open School
	Dayalbagh Educational Institute (Deemed University)
	National Institute of Rural Open Schooling, New Delhi


Chief Administrative Officer
WBSCTVESD