

INSTRUCTIONS FOR APPLICATION OF OBC CERTIFICATE

(Please read the instructions below before proceeding to apply.)

1. BR of Rs.50 is required. Major head: 0029-Land Revenue. OBC/MBC Fee
2. Uploading Instructions:
 - a. Applicants have to scan images of their photograph and signature in .JPG format, each of which should be between 10-40 KB in size and dimensions (preferably 320 pixels width x 240 pixels height).
 - b. Applicants can obtain photo and signature in .JPG format with size between 10-40 KB by using MS Paint or MS Office Picture Manager.

Scanned photograph and signature in any format can be saved in .JPG format by using 'Save As' option in the File menu and size can be made between 10-40 KB by using crop and then resize option(preferably 320 pixels width x 240 pixels height) in the 'Image' menu.
3. You are requested to bring your original documents; bank receipt and acknowledgement slip for further processing and verification of your application on or after the date of submission.
4. You need to download the Affidavit before applying and upload it while uploading other annexure.
5. **Enclosures:**
 - **Enclosures required if the applicant applying for the service through himself/herself:**

<i>Is Enclosure Mandatory</i>	<i>Type of Enclosure(s)</i>	<i>Original/Photocopy</i>	<i>Attestation Required</i>	<i>Documents Recommended</i>
Yes	Income Proof	Original	Not required	Income Certificate/Salary Certificate/Other
Yes	Citizenship Proof	Original	Not required	COI/ICC/SSC/Other
Yes	Recommendation	Original	Not required	Councilor Recommendation/Panchayat Recommendation /MLA Recommendation /Other
Yes	Affidavit	Original	Not required	Affidavit from self
Yes	Application fee proof	Original	Not required	Bank Receipt
No	Additional Documents	Original	Not required	Additional Enclosure

➤ **Enclosures required if the applicant is applying for the service through his/her father:**

<i>Is Enclosure Mandatory</i>	<i>Type of Enclosure(s)</i>	<i>Original/Photocopy</i>	<i>Attestation Required</i>	<i>Documents Recommended</i>
Yes	Income Proof	Original	Not required	Income Certificate/Other
Yes	Citizenship Proof of father	Original	Not required	COI/ICC/SSC/Other
Yes	Father-Child Relationship Proof	Original	Not required	Transfer Certificate/Birth Certificate/School Certificate/Other
Yes	Recommendation	Original	Not required	Councilor Recommendation/Panchayat Recommendation /MLA Recommendation /Other
Yes	Affidavit	Original	Not required	Affidavit from Parent
Yes	Application fee proof	Original	Not required	Bank Receipt
No	Additional Documents	Original	Not required	Additional Enclosure

Note: You don't have to upload the Instruction document (pdf), Application Form (pdf) and Affidavit (pdf) in the Predefined Document section.

"Note: Online application won't be entertained until applicant physically brings above mentioned documents to the designated service processing location."