



OBC-NCL Certificate Self-Verification Checklist

Your OBC-NCL certificate will be accepted only if it is issued in the prescribed **CENTRAL** format by a Competent Authority and is correctly filled.

Refer to the sample formats (following pages). The sample certificate includes 15 key checkpoints (marked in red) that must be accurate.



Key Checkpoints

1. Candidate's Name – Correctly mentioned in the designated field.
2. Parent's Name – Father's or Mother's name entered.
3. Village/Town – Name of the village or town specified.
4. District/Division – Correct district or division entered.
5. State – State name to be filled.
6. Community Name – Mentioned as per the Central List of OBCs (available on the NCBC website http://ncbc.nic.in/User_Panel/CentrallistStateView.aspx).
7. Resolution Number – Quoted correctly (format: 12011/.../...BC... or 12015/.../...BC...) as issued by the Ministry of Social Justice & Empowerment, Government of India.
8. Date of Resolution – Date of the resolution accurately mentioned.
9. Reconfirmation of Candidate's Name – Name is repeated and must point 1.
10. District of Residence – District where the candidate and/or family ordinarily reside(s).
11. State of Residence – State where the candidate and/or family ordinarily reside(s).
12. Creamy Layer Exclusion – Certificate must clearly state that the candidate does NOT belong to the Creamy Layer.
13. Date of Issue – On or after **1 April 2025**.
14. Signature of Issuing Authority – Must be present for physical certificates. *(Physical signature is not required for digitally signed certificates)*
15. Seal of Issuing Authority – Must be present for physical certificates. *(Not required for digitally signed certificates)*



Final Step

Before uploading, confirm that your certificate:

- Meets all the above requirements, and is clear, complete, and readable in the scanned copy.

Reference for Checklist to self-verify your OBC-NCL certificate

(Refer to the next page for description of "Point Numbers")

FORMAT OF CERTIFICATE: OTHER BACKWARD CLASSES [OBC-NCL]

This is to certify that Shri/Smt./Kum. 1

Son/Daughter of Shri/Smt. 2 of Village/Town

3 District/Division 4 in

The 5 State belongs to the 6

Community which is recognized as a backward class under Government of India, Ministry of Social

Justice and Empowerment's Resolution No. 7

dated 8 ***.

- i. Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- ii. Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- iii. Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- iv. Resolution No. 12011/96/94-BCC dated 9/03/96.
- v. Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- vi. Resolution No. 12011/13/97-BCC dated 03/12/97.
- vii. Resolution No. 12011/99/94-BCC dated 11/12/97.
- viii. Resolution No. 12011/68/98-BCC dated 27/10/99.
- ix. Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- x. Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- xi. Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- xii. Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- xiii. Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- xiv. Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- xv. Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- xvi. Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- xvii. Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- xviii. Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri/Smt./Kum. _____ ⁹ and /or his family ordinarily
reside(s) in the _____ ¹⁰ District/Division of _____ ¹¹

State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004 Estt.(Res.) dated 14/10/2008, again further modified vide OM No.36036 / 2 / 2013-Estt (Res) dated ¹² 30/05/2014.

Dated: ¹³

¹⁴
District Magistrate/Deputy Commissioner/ Competent Authority

Seal ¹⁵

* Please delete the word(s) which are not applicable.

** The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE:

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/ 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and Sub-Divisional Officer of the area where the candidate and / or his/her family resides.

SAMPLE FORMAT -01

The date of issue of OBC-NCL certificate should be 01 April 2025 or later.

FORMAT OF CERTIFICATE: OTHER BACKWARD CLASSES [OBC-NCL]

This is to certify that Shri/Smt./Kum. _____

Son/Daughter of Shri/Smt. _____ of Village/Town

_____ District/Division _____ in

The _____ State belongs to the _____

Community which is recognized as a backward class under Government of India, Ministry of Social

Justice and Empowerment's Resolution No. _____

dated _____ ***,

- i. Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- ii. Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- iii. Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- iv. Resolution No. 12011/96/94-BCC dated 9/03/96.
- v. Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- vi. Resolution No. 12011/13/97-BCC dated 03/12/97.
- vii. Resolution No. 12011/99/94-BCC dated 11/12/97.
- viii. Resolution No. 12011/68/98-BCC dated 27/10/99.
- ix. Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- x. Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- xi. Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- xii. Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- xiii. Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- xiv. Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- xv. Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- xvi. Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- xvii. Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- xviii. Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri/Smt./Kum. _____ and /or his family ordinarily reside(s) in the _____ District/Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004 Estt.(Res.) dated 14/10/2008, again further modified vide OM No.36036 / 2 / 2013-Estt (Res) dated 30/05/2014.

Dated:

District Magistrate/Deputy Commissioner/ Competent Authority

Seal

* Please delete the word(s) which are not applicable.

** The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE:

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/ 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and Sub-Divisional Officer of the area where the candidate and / or his/her family resides.

SAMPLE FORMAT -02

The date of issue of OBC-NCL certificate should be 01 April 2025 or later.

FORM-OBC-NCL

OBC-NCL Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL) APPLYING FOR
ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF
INDIA

This is to certify that Shri/Smt./Kum* _____ Son/
Daughter* of Shri/Smt.* _____ of Village/
Town* _____ District/Division* _____
in the State/Union Territory _____ belongs to the
_____ community that is recognized as a backward
class under Government of India**, Ministry of Social Justice and Empowerment's
Resolution No. _____ dated _____ ***

Shri/Smt./Kum. _____ and/or _____
his/her family ordinarily reside(s) in the _____
District/Division of the _____ State/Union Territory. This is
also to certify that he/she does NOT belong to the persons/sections (Creamy Layer)
mentioned in Column 3 of the Schedule to the Government of India, Department of
Personnel & Training O.M. No. 36012/22/93- Estt. (SCT) dated 08/09/93 which is
modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified
vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM
No.36036/2/2013-Estt (Res) dtd. 30/05/2014.

District Magistrate /
Deputy Commissioner /
Any other Competent Authority

Dated:

Seal

- * Please delete the word(s) which are not applicable.
** As listed in the Annexure (for FORM-OBC-NCL)
*** The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
(b) The authorities competent to issue Caste Certificates are indicated below:
(i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
(iii) Revenue Officer not below the rank of Tehsildar' and
(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
ANNEXURE for FORM-OBC-NCL

Sl. No.	Resolution No.	Date of Notification
1	No.12011/68/93-BCC(C)	13.09.1993
2	No.12011/9/94-BCC	19.10.1994
3	No.12011/7/95-BCC	24.05.1995
4	No.12011/96/94-BCC	09.03.1996
5	No.12011/44/96-BCC	11.12.1996
6	No.12011/13/97-BCC	03.12.1997
7	No.12011/99/94-BCC	11.12.1997
8	No.12011/68/98-BCC	27.10.1999
9	No.12011/88/98-BCC	06.12.1999
10	No.12011/36/99-BCC	04.04.2000
11	No.12011/44/99-BCC	21.09.2000
12	No.12015/9/2000-BCC	06.09.2001
13	No.12011/1/2001-BCC	19.06.2003
14	No.12011/4/2002-BCC	13.01.2004
15	No.12011/9/2004-BCC	16.01.2006
16	No.12011/14/2004-BCC	12.03.2007
17	No.12011/16/2007-BCC	12.10.2007
18	No.12018/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No.12015/15/2008-BCC	16.06.2011
21	No.12015/13/2010-BC-II	08.12.2011
22	No.12015/5/2011-BC-II	17.02.2014

FORM 26 C

(See Rule 3)



GOVERNMENT OF KERALA
ADOOR TALUK OFFICE

NON-CREAMY LAYER CERTIFICATE

(Central Employment/Educational Purpose)

No. [REDACTED]

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR JOBS/EDUCATION UNDER THE GOVERNMENT OF INDIA

This is to certify that [REDACTED] Daughter of [REDACTED] of Village/Town [REDACTED]
[REDACTED] in the State Kerala belongs to Ezhava community which is
recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's
Resolution No 12011/88/98-BCC dated 06-12-1999 *. [REDACTED] and / or her family
ordinarily reside(s) in the Pathanamthitta District/Division of the Kerala State. This is also to certify that she
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel and Training O.M. No. 36012/22/93 – Estt. (SCT), dated 8-9-
1993**

Dated : [REDACTED]

Security Code : [REDACTED]

Designation of issuing officer : Tahsildar

** As amended from time to time.

This certificate is valid for one year from the date of issuance

Digitally signed by [REDACTED]

Date: [REDACTED] 2:26:29

NOTE:

- 1.The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950
- 2.This certificate is issued on the basis of the details given in the application and further verifications. If any details given in the application and attached/ submitted documents are found to be incorrect at a later date, the competent authority has all the right to cancel the certificate without prior intimation".
- 3.This digitally signed document is legally valid as per the Information Technology (IT) Act, 2000
- 4.Authenticity of this document can be verified from <http://e-district.kerala.gov.in/> and submitting the Certificate Number and Security code. Alternatively, please call the numbers 155300 (from BSNL landline), 0471155300 (from BSNL mobile), 04712335523 / 04712115094 04712115098 (from other networks) and quote the Certificate Number to the operator.