

# REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

## GUIDELINES FOR ISSUANCE OF OBC CERTIFICATE

### A. Eligibility Criteria

#### I. The applicant is entitled for OBC Certificate of Delhi if

- ✓ An individual who is a citizen of India.
- ✓ OBC certificate has already been issued to any paternal blood relative (Father/ Uncle).
- ✓ An individual who is a permanent resident of Delhi on or before 8<sup>th</sup> September 1993.
- ✓ Caste applied for must be notified in Govt. of NCT of Delhi.
- ✓ The applicant is not covered under Creamy Layer category as specified by the Govt. of India time to time.
- ✓ Anyone who does not belong to OBC category can't claim so on the virtue of marriage.

#### II. The applicant is entitled for OBC Certificate (Central) for applying for appointment to Posts under the Government of India if

- ✓ An individual who is a citizen of India.
- ✓ An individual who is currently residing in Delhi.
- ✓ Caste applied for must be notified in the Government of India OBC List (Central)
- ✓ An individual who is a permanent resident of Delhi on or before 8<sup>th</sup> September 1993 is eligible for OBC certificate of Delhi (Central) for applying for appointment to Posts under the Government of India
- ✓ If applicant have migrated to Delhi after 8<sup>th</sup> September 1993 then he/she will be eligible for OBC Certificate (Central) of the State to which he originally belonged to.
- ✓ The applicant is not covered under Creamy Layer category as specified by the Govt. of India time to time. Please check and fill Annexure I for eligibility.
- ✓ Anyone who does not belong to OBC category can't claim so on the virtue of marriage.

### B. Documents to be attached with the Application Form

#### 1. Identity Proof of Parents (in case applying for minor) (Any One is mandatory) –

- |                             |            |                          |
|-----------------------------|------------|--------------------------|
| • Aadhaar Card              | • PAN Card | • Ration Card with Photo |
| • Voter ID Card             | • Passport | • Driving License        |
| • Any Govt. issued document |            |                          |

#### 2. Identity Proof of Beneficiary (Any One is mandatory) – Same as the List in Col 1 above. For a minor, the letter from the School Principal (on letter head) or birth certificate in case of a minor less than 5 years of age would also be acceptable

#### 3. Present Address Proof of Beneficiary or Parents in case of minor (Any One is mandatory) –

- |   |                    |  |
|---|--------------------|--|
| • Aadhaar Card                                    | • Voter ID Card    | • Driving License                      |
| • Passport  | • Ration Card      | • Rent Agreement ( <b>Registered</b> ) |
| • Bank Passbook                                   | • Electricity Bill | • Water Bill                           |
| • Telephone Bill ( <b>Landline or Post-paid</b> ) | • Gas Bill         | • Any Govt. issued document            |

#### 4. Permanent Address Proof of Beneficiary / Parents in case of minor (Any One is mandatory) – Same as List in Col No 3 above.

#### 5. Case I: Whose family has been residing in Delhi since prior to 1993; AND

Where an OBC Certificate has been issued to brother/sister/ father or any other relative from paternal side

#### Eligible for Delhi OBC Certificate

#### List of the Documents Required:

1. Completed application form along with **self-declaration of the claim for Non-Creamy Layer in the prescribed format.**
2. Copy of the Caste Certificate of any relative from paternal side
3. Proof of relationship of the applicant with caste certificate holder.
4. One photo ID proof and one residential proof as per s.no. 2 and 3. ID proof of parent as per s.no. 1 will also be required in case applying for Minor.

6. **Case II:** Whose family has migrated to Delhi after 1993;  
AND

Where an OBC Certificate has already been issued to father of the applicant from the State of Origin of the applicant's family

**Eligible for other state OBC certificate(respective State)**

**List of Documents required:**

1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format.
2. Copy of the Caste Certificate of father of the applicant
3. One photo ID proof and one residential proof as per s.no 2 and 3. ID proof of parent as per s.no. 1 will also be required in case applying for Minor.

7. **Case III:** Whose family has been residing in Delhi since prior to 1993;  
AND

Where No OBC Certificate has been issued to any relative from paternal side

**Eligible for OBC Central(Delhi State) certificate**

**List of Documents required:**

1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format.
2. Proof of residence in Delhi since prior to 1993 as per s.no 2 proving stay in Delhi prior to 1993
3. One photo ID proof and one residential proof as per s.no 2 and 3.. ID proof of parent as per s.no. 1 will also be required in case applying for Minor.

8. **Case IV:** Where an OBC Certificate has already been issued to the applicant from Delhi/Other State

**Eligible for OBC Central Certificate**

**List of Documents required:**

1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format.
2. Copy of OBC Certificate of the applicant
3. One photo ID proof and one residential proof as per s.no 2 and 3.

9. **Citizen must provide signed copy of Self-Declaration form along with the application form. A compliance to Annexure I that the citizen does not belong to creamy layer as laid in Annexure I must also be provided along with the Self-Declaration Form.**

10. **One Passport size Coloured Photograph of the Applicant(Size 5cm x 4.5cm Or 2"x1.75")**

- Should include full face, front view and open eyes
- should be of full head from top of hair to shoulder
- should be in a plain white or off-white background
- shouldn't be shadows on the face or background
- should have a natural expression (closed mouth)
- should not include sunglasses or hats

### **C. Important Note**

- ❖ Parents can only apply in case of minor ("*minor*" as per the provisions of the Indian Majority Act, 1875)
- ❖ In case of minor, parent's Address proof has to be appended. **The ID proof has to be of minor.**
- ❖ Beneficiary's/Parent's self-attested copy of the original document to be produced while applying at Citizen Service Centre (CSC) and if applying online then document are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications.
- ❖ Scanned copy of Self- Declaration has to be uploaded while applying online and hard copy of declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speedpost/registered post along with Application /Acknowledgement number.
- ❖ The beneficiary himself/herself /any of his family member should be present at the CSC for photograph or submit his/her photograph. In case of online application, applicant must upload beneficiary photograph (**As per specifications above**)