

# BSK Training Service Document

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## Service Name

Caste Certificate Issuance

## Service Description

Caste Certificate is an official government document issued to citizens belonging to Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC) categories.

## How to Apply

- Step 1: Verify the applicant's identity and address proof.
- Step 2: Confirm caste details from supporting documents.
- Step 3: Log in to the official caste certificate portal.
- Step 4: Fill in applicant details carefully.
- Step 5: Upload required documents in prescribed format.
- Step 6: Submit the application and generate acknowledgement slip.
- Step 7: Inform the applicant about verification and approval process.

## Eligibility Criteria

- Applicant must be a permanent resident of the state.
- Applicant must belong to SC, ST, or OBC category.
- Caste should be listed in the state's notified caste list.
- Applicant should not already possess a valid caste certificate.

## Required Documents

- Aadhaar Card
- Proof of Address (Voter ID / Electricity Bill / Ration Card)
- Caste Proof (Father's Caste Certificate or Community Certificate)
- Birth Certificate or School Certificate
- Passport size photograph

## Operator Tips

## Troubleshooting

## Fees & Timeline

Fee: ■0 (Free Service) Processing Time: 15 to 30 working days