

Instructions for scanning documents/photo/signature

Before applying online a candidate is required to have a scanned (digital) image of his/her **documents/photo/signature** as per the specifications given below.

(i) Document scanning

- a) Document should be scanned with full visibility.
- b) Size of the file should be between 50kb to 150kb
- c) Dimensions 500 x 600 pixels (preferred)
- d) Set Color to True Color

(ii) PHOTOGRAPH IMAGE :

- a. Recent passport size colour picture against light-coloured or white background
- b. Look straight at the camera with a relaxed face
- c. Ensure a front face photo; no angular photo acceptable
- d. Eyes should be open; no squint-eyed photo acceptable
- e. Ensure there is no “red-eye”
- f. If you wear glasses make sure that there is no reflection and your eyes can be seen clearly
- g. Dimensions 200 x 230 pixels (preferred)
- h. Size of file should be between 10kb to 50 kb

(iii) SIGNATURE IMAGE:

- a) The applicant has to sign on white paper with Black Ink pen.
- b) Dimensions 140 x 60 pixels (preferred).
- c) Size of file should be between 10 KB to 50 KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- ☒ Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- ☒ Set Color to True Color.
- ☒ Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

Note: In case the face in the photograph or signature is not clear the candidate's application may be rejected.

By using MS Paint or MSOffice 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 reduced below 150KB (Document), 100KB (photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

Procedure for uploading documents/photo/signature

(i) There will be separate links for uploading **documents/photo/signature**

(ii) Click on the respective link "Choose File Link"

(iv) Browse & Select the location where the Scanned **documents/photo/signature** file has been saved.

(v) Select the file by clicking on it.

(v) Click the 'Upload' button Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

a. In case any of the submitted uploaded images is unclear the candidate's application may be rejected.

b. Candidates are advised to take a printout of their system generated online application forms after registering.

c. In case the photograph or signature is unclear, the candidate after editing his/her application should upload his photograph or signature again.