Guidelines for scanning the Photo/ Signature/ certificates:-

➡️ **Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph, signature or certificates as per the specifications given below.**

Photograph Imaging:-

1. Photograph must be a recent passport size colour picture.

2. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.

3. Look straight at the camera with a relaxed face.

4. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.

5. If you have to use flash, ensure there's no "red-eye."

6. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

7. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

8. Size of file should be between 10kb - 40kb.

9. Ensure that the size of the scanned image is not more than 40KB. If the size of the file is more than 40 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Imaging:-

1. The applicant has to sign on white paper with **Blue/Black Ink pen**.

2. The signature must be signed only by the applicant and not by any other person.

3. The signature will be used to put on the Attendance Sheet.

4. If the applicant's signature on the answer script at the time of the examination does not match the signature on the Attendance Sheet/ Hall Ticket, the applicant will be disqualified.

5. Size of file should be between 5kb -20kb.

6. Ensure that the size of the scanned image is not more than 20kb.

Certificate Imaging:-

1. Make sure that text, signature and stamp is clearly visible on the file.

2. Size of file should be between 10kb -100kb.

3. Ensure that the size of the scanned image is not more than 100kb.

4. Ensure that the name of file should not contain any special characters like (space, hyphen etc.)
   e.g. filename.pdf

Scanning the photograph, signature and attachments:-

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).

2. Set Colour to True Colour.

3. File Size as specified above.

4. Crop the image in the scanner to the edge of the photograph/signature/ certificates, and then use the upload editor to crop the image to the final size (as specified above).

5. The **image file should be JPG or JPEG format**. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding the image size specified above by using MS Paint or MSOffice Picture Manager. Scanned photograph, signature or certificates in any format can be saved in .jpg format by using

'Save As' option in the File menu and size can be reduced below the maximum size specified above (photograph, signature or certificates) 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 the photograph, signature or certificates:-

1. There will be separate links for uploading Photograph, Signature or certificate on registration page.

2. Click on the respective link for uploading.

3. Browse and Select the location where the Scanned Photograph, Signature or certificates file has been saved.

4. Select the file by clicking on it.

5. Click the 'Upload' button.

Your Online Application will not be registered unless you upload your photograph, signature or certificates as specified.

Note: -

➢ In case you are facing problem while uploading photograph and signature please use latest version of Firefox or chrome browser.

➢ In case the face in the photograph, signature or certificate is unclear the candidate's application may be rejected.