

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

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

(i) PHOTOGRAPH IMAGE :

- Recent passport size colour picture against light-coloured or white background
- Look straight at the camera with a relaxed face
- Ensure a front face photo; no angular photo acceptable
- Eyes should be open; no squint-eyed photo acceptable
- Ensure there is no “red-eye”
- If you wear glasses make sure that there is no reflection and your eyes can be seen clearly
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 10kb to 100 kb
- Ensure that the size of the scanned image is not more than 100KB. If it is more, then adjust the settings of the scanner (DPI resolution, colours etc.) accordingly.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- Only the applicant needs to sign; no other person can sign on behalf of the applicant.
- The signature will be used to put on the Hall Ticket and other places where necessary.
- The applicant will be disqualified if at the time of the examination his/her signature on the answer script, does not match the signature on the Hall Ticket.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 5KBto 20KB.
- Ensure that the size of the scanned image is not more than 500KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- 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).
- 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.

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 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 the Photograph and Signature

(i) There will be two separate links for uploading Photograph and Signature

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

(iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.

(iv) 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 the face in the photograph or signature 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.