Guidelines for scanning and Upload of Photograph & Signature

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

Photograph Image:

- Photograph must be a recent passport style color picture.
- Make sure that the picture is in color, taken against a light-colored, preferably white, background.
- Look straight at the camera with a relaxed face
- 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
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- 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)
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.

Signature Image:

- **The applicant has to sign on white paper with Black Ink pen.**
- **The signature must be signed only by the applicant and not by any other person.**
- **The signature will be used to put on the Hall Ticket and wherever necessary.**
- **If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.**
- **Dimensions 140 x 60 pixels (preferred)**
- **Ensure that the size of the scanned image is not more than 20KB**

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.**
- **Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively 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 50KB(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.**

- **While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.**

<u>Procedure for Uploading the Photograph and Signature</u>

- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- **Select the file and click on it**
- **Photo and signature will be uploaded automatically once you submit the online application.**

<u>Scanning the documents for Uploading</u>

Scan the following documents in **PDF format ONLY** with each document size **less than 200KB**
- **Birth Certificate / SSC Certificate for Proof of Date of Birth (Mandatory to upload)**
- **Final Degree Certificate / Consolidated Mark Sheet in respect of passing Graduation / PG / Professional Courses (as single PDF file in case of completion of multiple degrees) (Mandatory to upload)**
- **Work Experience Certificate (if applicable)**
- **No Objection Certificate from Employer, if applicable.**

<u>Online Application will not be registered unless you upload your photograph, signature and relevant documents as specified.</u>

<u>Note:</u>

(1) In case the face in the photograph or signature is unclear, the candidate's application may be rejected.

(2) After registering online, candidates are advised to take a printout of their system generated online application forms.

(3) In case if Documents uploaded are unclear the candidate's application may be rejected.

<u>LIST OF IDENTIFIED EXAMINATION CENTRES:</u>

1) New Delhi
2) Mumbai
3) Chennai
4) Kolkata
5) Hyderabad
6) Bangalore