

Guidelines for Scanning Photograph, Signature, Left thumb impression and Hand-Written Declaration:

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:

i) Photograph Image:

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, 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).
- Size of file should be between 20kb–50 kb.
- 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 colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature.
- If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

ii) Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature in CAPITAL LETTERS shall NOT be accepted.
- Dimensions: 140 x 60 pixels (Preferred) for Signature.
- File Size : The size of image should be between 10 KB – 20 KB for Signature.
- Ensure that the size of scanned image in not more than 20 KB for signature.

iii) Left thumb impression:

- The applicant has to put his/her left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg

- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

iv) Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person. Hand written Declaration

- File type: jpg / jpeg

- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e.10 cm * 5 cm (Width * Height)

- File Size: 50 KB – 100 KB

Procedure for Uploading Photograph, Signature, Left Thumb Impression and Hand-written Declaration:

- While filling in Online Application Form, there will be provided separate links for uploading Photograph, Signature and Hand-written Declaration.
- Click on the respective link "Upload Photograph /Signature/Hand-written Declaration".
- Browse & Select the location where the Scanned Photograph/ Signature/ Hand-written Declaration file has been saved.
- Select the file by clicking on it. Click the 'Upload' button.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear/smudged, the same may be re-uploaded to the expected clarity /quality.
- In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- After uploading the left thumb impression/ hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression/ hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her left thumb impression/ hand written declaration, prior to submitting the form.
- After registering online candidates are advised to take a printout of generated online application forms.
- An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.