

## **GUIDELINES FOR UPLOAD OF PHOTOGRAPH, SIGNATURE, LEFT THUMB IMPRESSION & HANDWRITING DECLARATION:**

In case the face in the photograph or signature is unclear, the application may be rejected. Candidate may edit the application and re-upload the photograph/ signature in such case.

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.

### **PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size colour picture (4.5cm × 3.5cm)
- The picture should be in colour, 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-50kb. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.

### **PHOTOGRAPH CAPTURE:**

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

#### **Do's and Don'ts of Photo Capture**

**Dos:**

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

**Don'ts:**

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

### **SIGNATURE, LEFT THUMB IMPRESSION AND HANDWRITING DECLARATION IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.

- The applicant has to put his left thumb impression on a white paper with **BLACK** or **BLUE** ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- The signature, left thumb impression and the hand-written declaration 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.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- Size of handwriting declaration should be 20kb – 50 kb.
- Signature / Handwriting declaration in CAPITAL LETTERS shall NOT be accepted.

**Please note that only a valid image will be accepted by the system as per the above specifications and only after successful upload of documents, the application will proceed.**

#### **SCANNING THE DOCUMENTS:**

- 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/ left thumb impression / handwritten declaration, 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 documents in .jpeg format not exceeding 50kb (for photograph), 100 kb (for handwriting declaration), 20kb (signature) and 50kb (for left thumb impression) by using MS Paint or MS Office Picture Manager. Scanned documents 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 (for photograph), 100 kb (for handwriting declaration), 20kb (signature) and 50kb (for left thumb impression) 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/her photograph, signature, left thumb impression and handwriting declaration.

**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.

#### **Procedure for Uploading the Photograph and Signature**

- There will be separate links for uploading Photograph, signature, left thumb impression and handwriting declaration.
- Click on the respective link "Upload Photograph / signature / left thumb impression / handwriting declaration".
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / handwriting declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload' button.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and handwriting declaration as specified.

**Note:**

- (1) In case the face in the photograph or signature or left thumb impression or the handwriting declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / handwriting declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the handwriting declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.