A. Guidelines for scanning and Upload of Documents

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

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style 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.

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 :

- The applicant has to sign on white paper with Black Ink pen.
  - **o** Dimensions 140 x 60 pixels (preferred)
  - **o** Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - o File type: jpg / jpeg
  - o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - o File Size: 20 KB – 50 KB
- The signature, left thumb impression should be of the applicant and not by any other person.
- 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.

Scanning the documents:

- o Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- o Set Colour to True Colour
- o File Size as specified above
- o Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression then use the upload editor to crop the image to the final size (as specified above).
- o 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.
- o Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- o While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression
- o Click on the respective link "Upload Photograph / signature / Upload left thumb impression"

- Browse and Select the location where the Scanned Photograph / signature / left thumb impression file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- 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.

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

Candidates will have to upload other documents in the application link as per the list given in the notification by BMC:

- Following are the guidelines for uploading the documents :

  - Documents are to be uploaded in PDF and no other format will be accepted
  - Maximum file size should not exceed the limit of 500 kb.
  - Kindly make one single file for every tab.

Note:

(1) In case the face in the photograph or signature or left thumb impression is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression 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 is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature or left thumb impression prior to submitting the form.

(3) 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.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) 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.

(6) Candidates should ensure that the signature uploaded is clearly visible

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