

ANNEXURE IV: 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**
- **hand written declaration**
- **SSC/ SSLC/ 10th standard or equivalent certificate**
- **certificate as mentioned in Clause K (ix) - if applicable, as per the specifications given below.**

Please note that until photographs and signatures are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.

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.
- Photo uploaded should be of appropriate size and clearly visible.

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 take their picture, which will be 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 take photograph on their mobile phone. On selecting the taken picture, photograph will be auto uploaded in the application form.

Dos and Don'ts of Photo Capture

<u>Do's and Don'ts of Photo Capture</u>	
<u>Dos</u>	<u>Don'ts</u>
• 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	• 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 to be taken in dark/ improper background.

Signature

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb
 - Ensure that the size of the scanned image is not more than 20kb
 - Signature (Not in CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

Left Thumb Impression

- The applicant has to put his 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
 - Note: If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not

uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe.

Hand-written declaration Image:

- The applicant has to write the declaration in English only clearly on a white paper with black ink.
 - **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
 - **Note:** The hand written declaration has to be in the candidate's hand writing and in English only. The text should **NOT BE IN CAPITAL LETTERS**. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications)
 - **The text for the hand written declaration is as follows –**
"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

SSC/ SSLC/ 10th standard or equivalent certificate and Certificate as mentioned in Clause K (ix) for eligible candidates:

- **Document must be in PDF format.**
- **Page size of the document to be A4.**
- **Size of the file should not be exceeding 500 KB.**
- **In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.**
- The signature, left thumb impression and the hand written declaration 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 / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- **Ensure that the photo, signature, left thumb impression, hand written declaration SSC/ SSLC/ 10th standard or equivalent certificate and**

certificate as mentioned in Clause K (ix) – if applicable, are uploaded at the specified spaces only in the online application form.

Ensure that all these scanned documents adhere to the required specifications.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written 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 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

- 1) While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration SSC/ SSLC/ 10th standard or equivalent certificate and certificate mentioned in Clause K (ix), **if applicable**,
- 2) Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/certificate as mentioned in Clause K (ix) – **if applicable**"
- 3) Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration/ SSC/ SSLC/ 10th standard or equivalent certificate/ certificate as mentioned in clause K (ix)– **if applicable**, file has been saved.
- 4) Select the file by clicking on it
- 5) Click the 'Open/Upload'
- 6) If the file size and format are not as prescribed, an error message will be displayed.
- 7) 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, hand written declaration, SSC/ SSLC/ 10th standard or equivalent certificate and certificate as mentioned in Clause K (ix) – if applicable, as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration/ SSC/ SSLC/ 10th standard or equivalent certificate/ certificate as mentioned in Clause K (ix) is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration / SSC/ SSLC/ 10th standard or equivalent certificate/ certificate as mentioned in Clause K (ix) 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 hand written declaration/ SSC/ SSLC/ 10th standard or equivalent certificate/ certificate as mentioned in Clause K (ix) is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration or SSC/ SSLC/ 10th standard or equivalent certificate or certificate as mentioned in Clause K (ix) prior to submitting the online application 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 and not smudged/ blurred.
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.
- (8) The signature, left thumb impression and the hand written declaration should be of the applicant and not of any other person.

- (9) 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.
- (10) Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- (11) Ensure that the photograph, signature, left thumb impression, hand written declaration SSC/ SSLC/ 10th standard or equivalent certificate and certificate as mentioned in Clause K (ix) are uploaded at the specified spaces only in the online application form.