

INSTRUCTIONS FOR APPLYING ONLINE

- a) Before applying the candidates should scan the following:
- i. photograph (4.5cm × 3.5cm)
 - (a) Photograph must be a recent passport style color picture
 - (b) Make sure that the picture is in color, taken against a light-colored, preferably white, background
 - (c) Look straight at the camera with a relaxed face
 - (d) 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
 - (e) If you have to use flash, ensure there's no "red-eye"
 - (f) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
 - (g) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
 - (h) Dimensions 200 x 230 pixels (preferred)
 - (i) Size of file should be between 20kb–50 kb
 - (j) 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

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.

- ii. signature (on white paper with black ink)
 - (a) Dimensions 140 x 60 pixels (preferred)
 - (b) Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
 - (c) Ensure that the size of the scanned image is not more than 20kb
- iii. left thumb impression (on white paper with black or blue ink)
 - (a) The file type shall be jpg / jpeg
 - (b) The dimensions shall be 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - (c) File Size shall be 20 KB – 50 KB
 - (d) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- iv. hand written declaration (on a white paper with black ink) (text given below)
 - (a) The candidate shall upload a hand written declaration on a white paper with black ink
 - (b) 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.”
 - (c) The file size shall be jpg / jpeg
 - (d) The dimensions shall be 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - (e) The file size shall be 50 KB – 100 KB
 - (f) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If the hand written declaration is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
 - (g) In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.
 - (h) Candidates may use MS Windows/MsOffice to easily obtain documents in jpg/ jpeg format by using MS Paint or MS Office 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
- b) The candidates shall ensure that the all these scanned documents adhere to the required specifications as mentioned in the online application portal
- c) 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
- d) Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted
- e) While scanning the signature/ thumb impression/ declaration the scanner resolution shall be set to a minimum of 200 dpi and the color shall be set to True Color
- f) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly.
- g) In case the photograph or signature or left thumb impression or the hand written declaration 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, prior to submitting the form.

- h) 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 and the subsequent processes.
- i) Candidate must ensure that Photo uploaded is of required size and the face is be clearly visible.
- j) If the photo is not uploaded at the place of Photo, admittance for the examination will be rejected/denied and the candidate shall be solely responsible for the same.
- k) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- l) 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.
- m) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- n) 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.
- o) Candidates should ensure that the signature uploaded is clearly visible
- p) After registering online candidates are advised to take a printout of their system generated online application forms.

NOTE: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The New Mangalore Port Authority will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The New Mangalore Port Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.