

Guidelines for Scanning and Uploading the Documents

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

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

i) Photograph: (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 is no reflection and 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, 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 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

Do's:

- 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:

- 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.

iii) Left hand thumb impression: (3cm x 3cm)

- The applicant has to put his left hand 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: 20kb – 50kb
- Note: If a candidate does not have 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.

iv) Hand-written declaration image: (10cm x 5cm)

- The applicant has to write the declaration in English 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: 50kb – 100kb
- Note: The handwritten 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 that 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 handwritten 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.”

v) Caste/ Disability Certificate (if applicable):

- Caste/ Disability Certificate issued by the competent authority as per Gol guidelines
- File type: PDF
- File size: not exceeding 500kb

vi) Educational Qualification Documents:

- Xth and XIIth Standard Mark sheet
- Year wise/ Semester wise/ Consolidated mark sheets and degree certificate
- File type: PDF
- File size: not exceeding 500kb

vii) Post Educational Qualification Work Experience Documents:

- Relevant work experience certificate or any other document in support of post educational qualification work experience
- Format of Experience Certificate (format as per the attached Annexures)
- File type: PDF
- File size: not exceeding 500kb

Note:

- The above attachments should be of the applicant only and **uploaded at the specified place only in the online application form.**
- The above attachments 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 will NOT be accepted.**

7.5 Procedure for Scanning the Documents

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set colour to True Colour and file size as specified above
- Crop the image in the scanner to the edge of the photograph/ signature/ left hand thumb impression/ hand written declaration and then use the upload editor to crop the image to the final size (as specified above).

- Image file should be in JPG or JPEG format eg. image01.jpg or image01.jpeg and dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/ MS Office can easily obtain documents in .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 and size can be adjusted by using crop and then resize option.

7.6 Procedure for Uploading the Documents

- While filling in the online application form, the candidate will be provided with separate links for uploading photograph, signature, left hand thumb impression, hand written declaration and other attachments.
- Click on the respective link for uploading the requisite documents/ images.
- Browse and select the location where the image/ document has been saved.
- Select the file by clicking on it
- Click '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 it is unclear / smudged, the same may be re-uploaded to the expected clarity/ quality.
- **Online application form will not be registered unless the above mentioned files have been uploaded at the specified places.**

Note:

- In case the face in the photograph or signature or left hand thumb impression or the hand written declaration is unclear / smudged, the candidate's application **may be rejected**.
- After uploading the photograph / signature / left hand 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 photograph or signature or left hand 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 hand thumb impression or the hand written declaration, prior to submitting the online application form.
- 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 he/ she will be responsible for the same.
- Candidate must ensure that photo to be uploaded is of required size and the face should be clearly visible.
- All pdf files in respect of documents mentioned at 7.4 (i) to (vii) to be uploaded in online application should be of the specified size and be clearly visible so as to determine the eligibility or else, the candidate's application may be rejected.