Guidelines for Scanning & Uploading of Documents

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

(i) For 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.

(ii) For Signature

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of the applicant and not by any other person.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb – 20kb for signature.
- **Signature in CAPITAL LETTERS shall NOT be accepted.**
- Ensure that the size of the scanned image is not more than 20kb (for signature).

(iii) For Left Thumb (LT) Impression and Handwritten Declaration Image

- The applicant has to put his Left Thumb Impression (LTI) 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 left thumb impression and the handwritten declaration should be of the applicant and not of any other person.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 20kb – 50kb for left thumb impression.
- Size of file should be between 50kb – 100 kb for handwritten declaration.
- **Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.**

(iv) For All Other Documents (in support of Age, Category, Disability, Educational Qualification and Experience [insert document name]):

- File type: PDF
- Size of file should be between 20 KB to 500 KB (each)

- If candidates need to upload multiple documents for a single eligibility criterion (e.g., Age, Caste, Disability, Educational Qualification or Experience), it is advised to club the similar documents together while scanning and uploading. Ensure the total size falls within the 20 KB to 500 KB range.
- If the size of the file is more than 500 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(v) Scanning of 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/other documents, then use the upload editor to crop the image to the final size (as specified above).
- The file should be JPG or JPEG format for Photograph and Signature and PDF format for all other documents. 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 .jpg/ .pdf format not exceeding 50kb (photograph), 20kb (signature), 50 kb for (left thumb impression), 100 kb for (handwritten declaration) and 500kb (other documents) by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg/ .pdf format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph), 20 kb (signature) and 500kb (other documents) 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 and other documents.

(vi) Procedure for Uploading of documents

- There will be separate links for uploading photograph, signature, left thumb impression, handwritten declaration and other necessary documents.
- Click on the respective link "Upload Photograph / Signature / Left Thumb Impression / Handwritten Declaration/ Specified Documents".
- Browse and Select the location where the scanned photograph / signature / other necessary document 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, handwritten declaration and other necessary document as specified.

(vii) Live 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.
- Avoid shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not to be taken in dark/ improper background.

Note:

1) In case the face in the photograph or signature or left thumb impression or handwritten declaration or other document is unclear / smudged the candidate’s application may be rejected.
2) After uploading the photograph / signature / left thumb impression / handwritten declaration / other documents 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 handwritten declaration or other document is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or handwritten declaration or other documents, prior to submitting the form.
3) After registering online, candidates are advised to take a printout of their system generated online application forms.