1. **Guidelines for scanning and uploading photograph:-**

(i) Guidelines for uploading photograph:-

a) Application may be rejected if the photograph and signature are not clear.
b) Applicant should upload latest colour photograph (maximum one month old). Do not use mobile or other self-composed photographs.
c) The background of the photograph should be white or light coloured.
d) Applicant's face should occupy at least 50% of the space in the photograph.
e) Applicant's face and forehead should not be covered by any cloth, shadow or hair in the photograph. Applicant's head, eyes, nose and chin should be clearly visible.
f) If the applicant wears spectacles, he can wear them while taking the photograph but there should be no glare on the spectacles.
g) Applicant should not be wearing black or sunglasses in the photograph.
h) Photograph Image: (4.5 cm x 3.5 cm)
i) Dimensions (D) 200 * 230 Pixels (P)
j) Size of file should be between 20 KB-50 KB
k) Size of scanned photograph should not exceed 50 KB.

(ii) Photograph Capture:-

In addition to the above photograph, the candidate is also required to capture and upload his/her live photograph using webcam or mobile phone.

a) On clicking the Capture Photo option by the candidate, the webcam will be activated wherein the candidate can click his/her photograph and it will be automatically uploaded in the application form.
b) On selecting the “Click Here to Scan” option, the candidate can scan the QR code using their mobile phone which will redirect them to a website from which they can click the photograph from their mobile phone. On selecting the captured photograph, the photograph will be automatically uploaded in the application form.
c) Do’s and Don’ts for Capture Photo

Do’s:

1. Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
2. Look straight at the webcam/ camera.

3. Photograph should be of passport size.

Don'ts:

1. Small size photograph not to be clicked/ uploaded.
2. Coloured glasses or sunglasses/ Cap should not be worn.
3. Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
4. Photo not taken in dark/ improper background

2. **Guidelines for scanning and uploading signature:-**
   a) The applicant should sign on a white paper (A4 Size) inside a rectangular box of 7 cm width and 2 cm height with a black or blue pen.
   b) The signature should be done by the applicant only, signature done by any other person will not be valid.
   c) After signing in the bound rectangular box, scan the image and upload it after cropping it to the rectangular box.
   d) Dimensions (D) 140 * 60 Pixels (P)
   e) The size of the file should be between 10 KB-20 KB.
   f) The scanned image size of the signature should not be more than 20 KB.
   g) Photograph of signature taken using hand mobile phone will not be accepted.

3. **Guidelines for uploading scanned left thumb impression:-**
   a) Applicant has to put his/her left thumb impression on white paper in black or blue ink.
   b) File Type: .JPG / .JPEG
   c) Dimensions: 240 x 240 pixels, 200 x 100 pixels (suitable for required quality) i.e. 3 cm x 3 cm (width x height)
   d) File Size: 20-50 KB

4. **Guidelines for uploading handwritten declaration image:-**
   a) The applicant should write the following declaration in English clearly in black ink on a white paper:-
   "I, ...(Name of Candidate), hereby declare that all the information submitted by me in the application form in correct, true and valid. I will present the supporting documents as and when required."
   b) File Type: .JPG / .JPEG
   c) Dimensions: 800 x 400 pixels, 200 x JPG (suitable for required quality) i.e. 10 cm x 5 cm (width x height)
   d) File Size: 50-100 KB

Note:-

a) Signature, left thumb impression and handwritten declaration should be of the applicant and not of any other person.
b) Signature/handwritten declaration in CAPITAL LETTERS will not be accepted.

5. **Scanning documents:-**
   a) Set the scanner resolution to a minimum of 200 dpi (dots per inch)
   b) Set Colour to True Colour
   c) File Size as specified above
   d) 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).
   e) 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.
   f) 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.

6. **<u>Document Uploading Procedure</u>**
   a) While filling up the online application form, the candidate will be provided with separate links for uploading photograph, signature, left thumb impression and handwritten declaration.
   b) Click on the respective link "Upload Photograph/Signature/Upload Left Thumb Impression/Handwritten Declaration".
   c) Browse and select the location where the scanned photograph/signature/left thumb impression/handwritten declaration file is saved.
   d) Select the file by clicking on it.
   e) Click on 'Open/Upload'.
   f) If the size and format of the file is not as per the prescribed, an error message will be displayed.
   g) Preview of the uploaded image will help to see the quality of the image. In case of unclear/blurred, it may be re-uploaded for required clarity/quality.

h) Your online application will not be registered unless you upload your photograph, signature, left thumb impression and handwritten declaration as specified.

Note:-

a) 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.
b) 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. 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.
c) 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.
d) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
e) 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.
f) Candidates should ensure that the signature uploaded is clearly visible
g) After registering online candidates are advised to take a printout of their system generated online application forms.