M. HOW TO UPLOAD DOCUMENTS:

a. Details of Document to be uploaded:

i. First scan the Recent Photograph, Signature, left-hand thumb impression (in jpg format)

ii. Left-Hand Thumb Impression. If a candidate is not having left-hand thumb impression, he/ she may use his/ her right-hand thumb impression. (in jpg format)

iii. Caste certificate, Brief Resume, ID Proof & Proof of Date of Birth. (in PDF)

iv. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate. Serving certificates to be signed by commanding officer / officer commanding /Discharge book. (in PDF)

v. Medical document. (For retired candidate: relevant page of discharge book and for candidates who are still serving: last medical board documents.) (in PDF)

vi. Form-16 / Offer Letter / Latest Salary slip from current employer. (PDF),

vii. NOC (If applicable) (in PDF)

viii. **Hand-Written Declaration:** The applicant has to write the **declaration in English** clearly on a white paper with black ink.

- **File Type**: jpg/jpeg, **Dimension: 800** x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm x 5 cm (Width x Height)
- **File Size: 5**0 kb- 100 kb
- **Hand-Written Declaration in CAPITAL LETTERS shall NOT be accepted.**
- The text for the hand-written declaration is as follows:

  "I_____(Name of the candidate), _____(Date of Birth) 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. The signature, photograph and left-hand thumb impression is of mine".

b. Photograph file type/ size:

i. Photograph must be a recent passport style colour picture.

ii. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels. (preferred)

iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.

iv. Look straight at the camera with a relaxed face.

v. 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.

vi. If you have to use flash, ensure there's no "red eye".

vii. If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen.

viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

ix. 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 colour etc., during the process of scanning.

x. **Photograph Capture (Live Photo)**

- 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	**Don’ts**
(i) Ensure the photo is captured against a light coloured, preferably white background and there is adequate light. (ii) Look straight at the webcam/ camera. (iii) Photograph should be of passport size	(i) Small-size photograph not to be clicked/ uploaded. (ii) Coloured glasses or sunglasses/ Cap should not be worn. (iii) Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image. (iv) Photo not to be taken in dark/ improper background.

c. Signature file type/ size:

i. The applicant has to sign on white paper with Black Ink pen.
ii. The signature must be signed only by the applicant and not by any other person.
iii. The signature will be used to put on the Call Letter and wherever necessary.
iv. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).
v. Ensure that the size of the scanned image is not more than 20 kb.
vi. Signature in CAPITAL LETTERS shall NOT be accepted.

d. Document file type/ size:

i. All Documents must be in PDF. (except Photograph & Signature)
ii. Page size of the document to be A4.
iii. Size of the file should not exceed 500 kb.
iv. 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 500 kb, 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.

e. Guidelines for scanning photograph/ signature/ documents:

i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
ii. Set Color to True Color.
iii. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using ‘Save As’ option in the File menu. The file size can be reduced below 50 kb (photograph) & 20 kb (signature) 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 another photo editor also.

vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

viii. **Your Online Application will not be registered unless you upload your Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration as specified.**

Note:

1) In case the face in the photograph, signature, left-hand thumb impression & hand-written declaration is unclear, 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, signature, left-hand thumb impression & hand-written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph, signature, left-hand thumb impression & hand-written declaration, prior to submitting the form.

2) After completing online registration, candidates are advised to take a printout of their system generated online application forms.

Candidate should also ensure that Photo is uploaded at the place of Photo, Signature at the place of Signature, Left-Hand Thumb Impression at the place of Left-Hand Thumb Impression & Hand-Written Declaration at the place of Hand-Written Declaration. If Photo in place of Photo, Signature in place of Signature Left-Hand Thumb Impression at the place of Left-Hand Thumb Impression & Hand-Written Declaration at the place of Hand-Written Declaration, are not uploaded properly, candidate will not be allowed to appear in the exam.

f. Procedure for Uploading Document:

i. There will be separate links for uploading each document.

ii. Click on the respective link "Upload"

iii. Browse & select the location where the JPG or JEPG, PDF, DOC or DOCX file has been saved.

iv. Select the file by clicking on it and click the 'Upload' button.
v. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed.
vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
vii. **After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.** In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. **If the face in the photograph or signature is unclear the candidate's application may be rejected.**