

**GUIDELINES FOR PHOTO / SIGNATURE / LEFT THUMB IMPRESSION / DECLARATION  
AND  
TEMPLATE SCANNING & UPLOAD**

Before applying online, a candidate should have a recent passport size photograph, stamp pad, SC/ST community certificate (wherever required) as per the specifications given below.

Take a print out of the Template, paste your photograph, affix your LTI (left thumb impression), Signature and write the declaration paragraph in the spaces provided in the Template.

**1. Photograph:**

- Must be a recent (not earlier than 3 months) passport size 3.5cm X 3.5cm colour photograph.
- The photo should be in colour, taken against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face, to get a clear front view
- 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.
- Old/unclear photographs will lead to rejection of the application

**2. Signature :**

- The applicant has to sign in English or Hindi only in the space provided in the template with a black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the applicant's signature in the Template, on the answer script at the time of the examination and the signature on the Attendance Sheet/ Hall Ticket does not match, the applicant will be disqualified.

**3. LTI (Left Thumb Impression) :**

- The applicant has to affix LTI in the space provided in the template using stamp pad.
- The LTI must be legible, clear and not smudged.
- The ridges of the thumb impression must be clearly visible.
- If the applicant's LTI in the Template, on the answer script at the time of the examination the LTI and on the Attendance Sheet does not match, the applicant will be disqualified.

**4. Declaration :**

- The applicant has to copy the declaration given in space provided in the template with black Ink pen.
- The paragraph must be written only by the applicant and not by any other person.
- The candidate must write in his own running hand only and NOT in BLOCK letters or spaced out.
- If the applicant's handwriting in the Template, on the answer script at the time of the examination does not match, the applicant will be disqualified.

**5. Scanning the Template**

- Set the scanner resolution to a 100 dpi (dots per inch)

- The image file should be JPEG format. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Size of the file should be between 100Kb - 200Kb.
- Candidates using MS Windows / MS Office can easily obtain JPEG format not exceeding 200 kb using MS Paint or MS Office Picture Manager.

#### **6. Procedure for Uploading the Photograph and Signature**

- Browse and Select the location where the Scanned document template file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button
- The software will automatically crop the photograph, signature, LTI and declaration and display in the Preview.
- Save the images if satisfied with the quality of the images. Otherwise repeat the process using a fresh document template printout.

**Your Online Application will not be complete unless you upload your template as specified.**

#### **Note :**

**In case the face in the photograph or signature or left thumb impression is unclear the candidate's application may be rejected. Candidate should reupload a new template with his photograph, signature, LTI & declaration prior to submission.**