

Guidelines for scanning and Upload of Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration

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

a. 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. Left-Hand Thumb Impression:

If a candidate is not having left-hand thumb, he/she may use his/her right-hand thumb for applying.

Photograph (4.5 cm x 3.5 cm):

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is coloured and is 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 is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes are clearly visible.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover the 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.
- It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of application as these would be needed for further process of this selection process.

Signature:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant’s signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb to 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

Left-Hand Thumb Impression:

- The applicant has to put his left-hand thumb impression on a white paper with black or blue ink.
- File Type: jpg/jpeg
- Dimension: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm x 3 cm (Width x Height)
- File Size: 20 kb- 50 kb

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: 50 kb- 100 kb
- Hand-Written Declaration in CAPITAL LETTERS shall NOT be accepted.

CARE:

- (i) Ensure that Photo, Signature, Left-Hand Thumb Impression & Hand-Written Declaration are uploaded at the specified spaces only in the online application form.
- (ii) The photo, signature, left-hand thumb impression and hand-written declaration must be of applicant only and not by any other person.
- (iii) If the applicant’s photo & signature on the attendance sheet or call letter signed at the time of the examination does not match with the photograph & signature uploaded at the time of online registration of application, the applicant will be disqualified.

Scanning the photograph, signature, Left-Hand Thumb Impression & Hand-Written Declaration:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color and the File Size should be as specified above
- Crop the image in the scanner to the edge of the photograph/ signature/ left-hand thumb impression/ hand-written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be ‘JPG’ or ‘JPEG’ format. An example file name is: ‘image01.jpg’ or ‘image01.jpeg’. The dimensions of the Image 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 the documents in ‘.jpeg’ format not exceeding required size by using MS Paint or MS Office Picture Manager. The scanned photograph/ signature/ left-hand thumb impression/ hand-written declaration in any format can be saved in ‘.jpg’ format by using ‘Save As’ option in the File menu and size can be adjusted using crop and then resize option.
- 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 separate link to upload his/ her photograph/ signature/ left-hand thumb impression/ hand-written declaration.

Procedure for Uploading photograph, signature, Left-Hand Thumb Impression & Hand-Written Declaration:

- There will be separate links for uploading photograph, signature, Left-Hand Thumb Impression & Hand-Written Declaration.
- Click on the respective link “Upload Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration”.
- Browse and select the location where the Scanned Photograph, Signature, Left-hand Thumb Impression & Hand-Written Declaration file has been saved.
- Select the file by clicking on it.
- Click the ‘Open/ Upload’ button.
- If the file size and formats 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 of unclear/ smudged, the same may be re-uploaded to the expected clarity/ quality.

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.
- 3) 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.