Guidelines for scanning and Uploading of Photograph and Signature

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

Photograph Image:

a. Photograph must be a recent passport size color picture.

b. Make sure that the picture is in bright color, taken against a light-colored, preferably white, background.

c. Size of file should be less than 40 Kb.
d. Dimensions of photograph should be as width: 110 px, Height : 140 px

e. Ensure that the size of the scanned image is not more than 40 KB. If the size of the file is more than 40 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. For resizing of your photo, you may use internet tools i.e. Windows paint and Windows picture manager etc.

Signature Image:

a. The applicant has to sign on white paper with Black Ink/ Gel pen.

b. The signature must be signed only by the applicant and not by any other

person. c. Dimensions of signature should be as width: 140px, Height: 110px

d. Size of file should be less than 40 Kb.

Procedure for Uploading the Photograph and Signature

a. There will be two separate links for uploading Photograph and

Signature. b. Click on the respective link "Upload Photograph /

Signature".

c. Browse and Select the location where the Scanned Photograph / Signature file has been saved.

d. Select the file by clicking on it.

 e. Click the 'Upload' button.

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- o In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- o After registering online candidates are advised to take a printout of their system generated online application forms.