



Candidate are instructed to read the guideline before applying for online registration.

Candidate will be required to have a scanned image of his/her photograph and signature as per the specifications given below.

➤ **Candidate Photograph:**

- Photograph must be a recent passport size front pose color picture. (Sideways photos are not accepted)
- The picture should be in color, against a light-colored, preferably with apron.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your 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 colors etc., during the process of scanning
- Scanned picture must be saved in jpeg format (.jpg / .jpeg)

➤ **Candidate 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 FORM 8 / Application Form and wherever necessary.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB
- Scanned signature must be saved in jpeg format (.jpg / .jpeg)

➤ **Scanning The Photograph & Signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above



GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

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- 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).
- 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.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB 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 and size can be reduced below 50KB(photograph) & 20KB (signature) by 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 should fill in all his/her qualification details. After verifying correctness of his filled details and clicking on the 'PROCEED' button a link will be provided on next page of the online application form to upload his photograph and signature.

➤ **Procedure For Uploading The Photograph And Signature:**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- **Your Online Application will not be registered unless you upload your photo and signature as specified.**

➤ **Note:**

- In case the face in the photograph or signature is unclear the candidate's application may be rejected.



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- Candidates are advised to take a printout of their system generated online application form 8 after registering.
- In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.