Instructions regarding scanning of PHOTGRAPH, SIGNATURE and CERTIFICATES

Scanned image of candidates Photograph, Signature and Certificates shall be as per the specifications given below:

a) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.

b) Browse and select the location where the scanned Photograph /Signature/ Certificates files have been saved. Select the file by clicking on it.

c) Click the 'Open/Upload' button. The Photograph/Signature/ Certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.

d) Candidates should upload the scanned (digital) image of their Photograph, Signature and other relevant Certificates as per the process given below. The applicant should note that only jpg or jpeg formats are acceptable:

i) **Photograph:**

a) Photograph must be a recent passport size color photograph (not older than 03 weeks).

b) Make sure that the picture is in color, taken against a light-colored, preferably white background. Look straight at the camera with a relaxed face.

c) Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 100kb-200kb in jpg/jpeg format only.

d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.

i) **Signature image:**

a) The applicant has to sign on white paper with Black ink pen.

b) The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.

c) Please scan the signature area only and not the entire page.

d) Dimensions of the image should be approximately 140X60 pixels. Size of file should be between 80kb– 150kb in jpg/jpeg format only.

ii) **Certificates:**

a) Please scan the relevant certificates i.e. Essential Qualification and SC/ST/OBC-NCL/EWS/PwBD/ExSM, as applicable, which is issued by Competent Authority. Kindly make sure same is properly visible in the scanned file.

b) Size of file should be between 100kb–1MB in jpg/jpeg/PDF format only.