GUIDELINES FOR SCANNING UPLOADING PHOTGRAPH / SIGNATURE.

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

PHOTOGRAPH IMAGE:

1) Photograph must be a recent passport style colour picture.
2) Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
3) Look straight at the camera with a relaxed face
4) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
5) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
6) Dimensions 200 x 230 pixels (preferred)
7) Size of file should be between 20kb - 50 kb
8) 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.

SIGNATURE IMAGE :

1) The applicant has to sign on white paper with Black Ink pen.
2) The signature must be signed only by the applicant and not by any other person.
3) The signature will be used to put on the Call Letter and wherever necessary.
4) If the Applicant's signature at the time of the selection, does not match the signature on the Call Letter, the applicant will be disqualified.
5) Dimensions 140 x 60 pixels (preferred)
6) Size of file should be between 10kb - 20kb
7) Ensure that the size of the scanned image is not more than 20KB

SCANNING THE PHOTOGRAPH & SIGNATURE :

1) Set the scanner resolution to a minimum of 200 dpi (dots per inch)

2) Set Color to True Color

3) File Size as specified above

4) 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).

5) 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 (Please see point (i) & (ii) above for the pixel size) in the Image menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

PROCEDURE FOR UPLOADING THE PHOTOGRAPH & SIGNATURE

(i) There will be two separate links for uploading Photograph & Signature

(ii) Click on the respective link "Upload Photograph / Signature"

(iii) Browse and Select the location where the Scanned Photograph / Signature file has been saved.

(iv) Select the file by clicking on it

(v) Click the 'Upload' button.