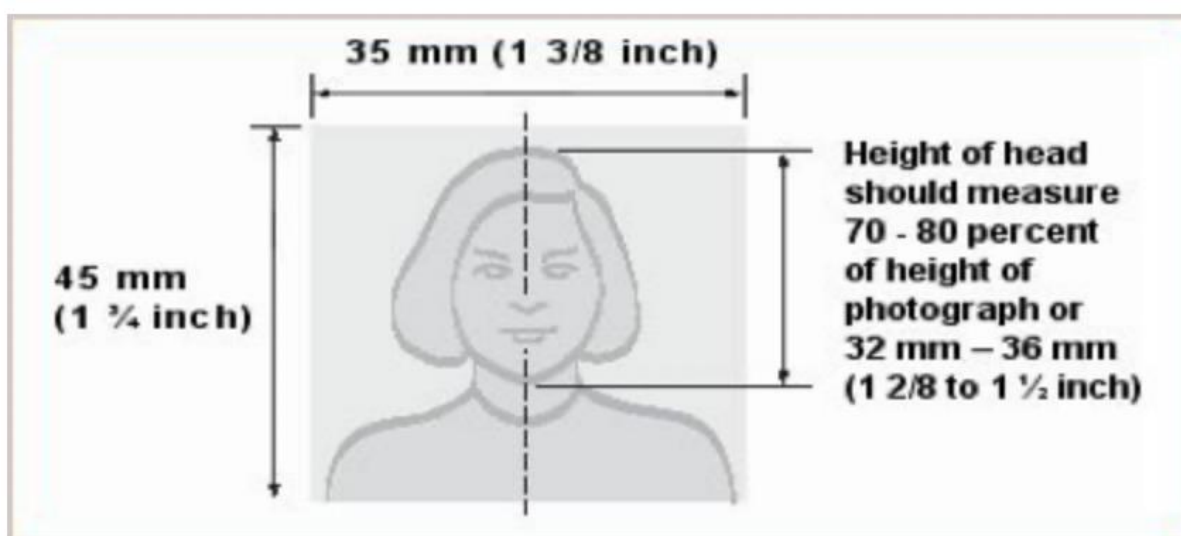


## **Guidelines for Scanning and Upload of Photograph and Signature**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph & signature as per the specifications given below. Your online application will not be registered unless you upload your photograph & signature as specified.

### **A. PHOTOGRAPH**

Processes for photo upload:



The candidate shall be required to upload one photograph.

- Photo has been taken against a white background without a border and clearly shows your face, eyes and both ears.
- Photograph is in colour.
- The image must not include other objects or additional people. Ensure that you are only one person in picture.
- The image must contain the full face, ears, neck, and shoulders of the entrant in frontal view with a neutral, non-smiling expression and with eyes open and directed at the camera.
- Head coverings, Turban, hair, head-dress, or facial ornaments should not obscure the face.
- The image must not contain any parts of the body below the entrant's shoulders.
- The size of image should be not less than 80KB and maximum of 200KB. Size of the image can be checked by right click on the image and then go to "Properties" link. (Maintain aspect ratio, i.e., height and width ratio to avoid distortion of image).
- The photograph is of standard passport size (45mm X 35mm, height X width).
- The photograph is recent (within 3 months of online application).
- Please note your photograph should be properly cropped / clear and should not be hazy or illegible.
- In case of poor-quality images, not properly cropped or swapping of photograph file, the application is liable to be rejected.
- Save the scanned images as .jpg as "Photograph.jpg"

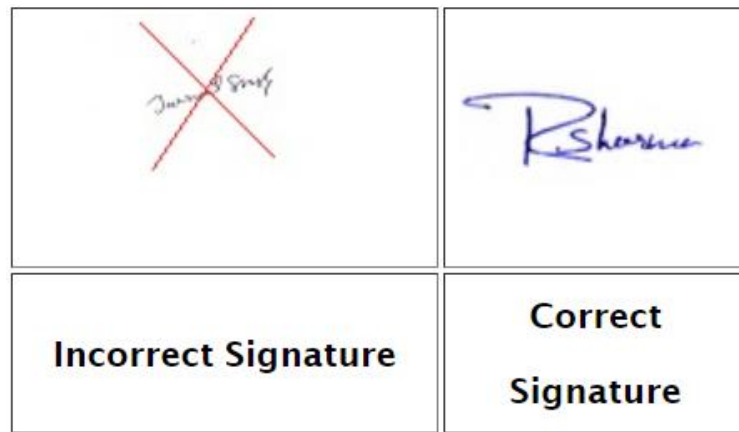
- Image is in .jpg format.
- Digital enhancement or other alterations or retouching are not permitted.
- Make sure your face takes up at least 70-80% of the frame.

#### How to resize your photograph to 276 x 354 pixels

- Open your photograph with MS Paint.
- Select the resize option.
- Resize window will open by the system automatically when resize option is selected.
- Click on the pixels option.
- Click on maintain aspect ratio to un-check this option.
- Now Set the horizontal value to 276 and vertical value to 354 or set the scanner to 200 dpi then press ok.
- Save your photograph as .jpg file.

#### B. SIGNATURE













Processes for Signature upload:















- Draw a box of size 2.5 cm (height) x 6.0 cm (width). Use a black or dark blue ink pen to sign within this box.
- Click the signature within the box in bright light conditions using any digital device. Avoid using flash.
- Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.
- The scanned image should be saved in .jpg format.
- If the Candidate's signature on Admit card, at the time of the examination, does not match the signature on the Attendance Sheet, the candidate will be disqualified.
- The signature must be signed only by the candidate and not by any other person.

#### **Editing digital image of the signature:**

- Transfer the digital image to a computer/laptop.
- If required, use auto-correct feature of image editing software so that the signature is clear against a white background.
- Crop the image such that borders of box are reached.
- Resize the image to 50 – 200 KB (maintain aspect ratio, i.e., height and width ratio to avoid distortion of image)

INSTRUCTIONS FOR ACCEPTABLE PHOTOGRAPHS		
Not Acceptable	Reason for Rejection	Acceptable
	Cropped image	
		
	Not looking straight into camera	
		
	Black & White Photographs	
		

	<p>Improper flash or improper lighting</p>	
		
	<p>Photo taken with mobile phone (including "selfies") resulting in distorted face</p>	
		
	<p>Distortion due to enlargement of an original smaller image</p>	
		
	<p>Improper Background or Sunglasses</p>	

			
	Too much glare on spectacles		
			
	Spectacle rim over eyes		
			
INSTRUCTIONS FOR ACCEPTABLE SIGNATURES			
Not Acceptable Signature	Reason for Rejection	Acceptable	
	Signature not in rectangle box		

<div>✗</div> <div>✓</div>		
<div>G.D.S.</div>	Signature not in full	<div>Gagandeep Singh</div>
<div>✗</div> <div>✓</div>		
<div>M</div>	Initials are unacceptable	<div>Manveer</div>
<div>✗</div> <div>✓</div>		
<div>RAJAT</div>	Signature in Capital	<div>Rajat</div>
<div>✗</div> <div>✓</div>		
<div>Gagandeep Singh</div>	Signature is smaller in size. Instead of the box, entire page is scanned and uploaded.	<div>Gagandeep Singh</div>
<div>✗</div> <div>✓</div>		