GUIDELINES FOR SCANNING THE PHOTOGRAPH & 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 .
(i) PHOTOGRAPH IMAGE :
_ Photograph must be a recent passport style colour picture.
_ The picture should be in colour, against a light-coloured, preferably white, background.
_ Look straight at the camera with a relaxed face
_ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
_ If you have to use flash, ensure there's no "red-eye"
_ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
_ 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 colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:
_ 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 the Hall Ticket and wherever necessary.
_ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
_ 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
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
_ 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 (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.

While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.
Procedure for Uploading the Photograph and Signature
(i) There will be two separate links for uploading Photograph and Signature
(ii) Click on the respective link "Upload Photograph / Signature"
(iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
(iv) Select the file by clicking on it
(v) Click the 'Upload' button
Your Online Application will not be registered unless you upload your photo and signature as specified.
Note :
a. In case the face in the photograph or signature is unclear the candidate's application may be rejected.
b. Candidates are advised to take a printout of their system generated online application forms after registering.
c. In case the photograph or signature is unclear, the candidate may edit his application and reupload
his photograph or signature.