

How to Scan the Signature and Photograph

The online application form requires each candidate to scan and upload your photograph and signature. The guidelines and requirement for the same are stated as under:

Photograph Image

- Photograph must be a recent passport size color picture.
- The picture should be in color, against a light-colored.
- 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..
- Size of file should be maximum **60kb**. Ensure that the size of the scanned image is not more than 60KB. If the size of the file is more than 60KB, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning

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.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Size of file should be maximum 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.