

GUIDELINES FOR SCANNING UPLOADING PHOTOGRAPH / SIGNATURE

1. (i) Photographic Image of candidate

- Picture should be in color with light background.
- Transfer the photograph from the camera or other imaging devices to your computer.
- Save the image in jpg or jpeg format.
- Use any image editor like MS Paint to crop the image to the edge of the photograph so that the image is nearly square.
- Resize the image by the image editor so that the dimension is preferably 300 (width) x 300 (height) pixel.
- The size of the image must be less than 50 kb.
- Save the file.
- Take at least two prints of the image (3.5 cm x 3.5 cm) on photographic paper.

(ii) Photographic Image of the signature

- Take a white piece of paper 6 cm (width) x 2 cm (height) (3:1 ratio)
- Put your signature on the paper with black ink ball pen.
- Take photograph of the signature.
- Follow the steps mentioned in the previous procedure.
- Resize the image to 240 x 80 pixels.
- Size of the file should be less than 20 kb.

2. Scanned image of the candidate and signature

- The scanner resolution should be set at 200 dpi
- The photograph of the candidate and the paper carrying signature should be scanned and the scanned files should be saved in jpg / jpeg format.
- Use image editors to crop and resize the images as mentioned in the above two procedures.
- The sizes of the images files should not exceed 50 kb (candidate image) and 20 kb (signature image)

Procedure for Uploading the Photograph and Signature:

- There are separate links for uploading Photograph and Signature
- Click on the 'Browse' button of the respective link to select the Photo / Signature files saved in your computer.
- Then click on the respective 'Upload' button to upload your Photo/Signature in the server.