

GUIDELINES FOR SCANNING UPLOADING PHOTOGRAPH / SIGNATURE / OTHER DOCUMENTS

1. Photographic Image of All Necessary Documents

(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

(iii) Photographic Image of the Caste Certificate

- Take the photograph of caste certificate
- Follow the steps mentioned in **point (i)** so that the image is nearly rectangle
- The size of the image must be less than 200kb

(iv) Photographic Image of the PWD Certificate

- Take the photograph of pwd certificate
- Follow the steps mentioned in **point (i)** so that the image is nearly rectangle
- The size of the image must be less than 200kb

(v) Photographic Image of the State Certificate

- Take the photograph of state certificate
- Follow the steps mentioned in **point (i)** so that the image is nearly rectangle
- The size of the image must be less than 200kb

(vi) Photographic Image of the Sport Certificate

- Take the photograph of sport certificate
- Follow the steps mentioned in **point (i)** so that the image is nearly rectangle
- The size of the image must be less than 200kb

(vii) Photographic Image of the Mark sheets

- Take the photograph of each mark sheets
- Follow the steps mentioned in **point (i)** so that the image is nearly rectangle
- The size of the image must be less than 200kb

2. Scanned Image of All the Documents

- The scanner resolution should be set at 200 dpi
- The photograph of the candidate, the paper carrying signature and the photograph of other necessary documents 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) and 200 kb (for other documents)

3. Procedure for Uploading the Documents

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