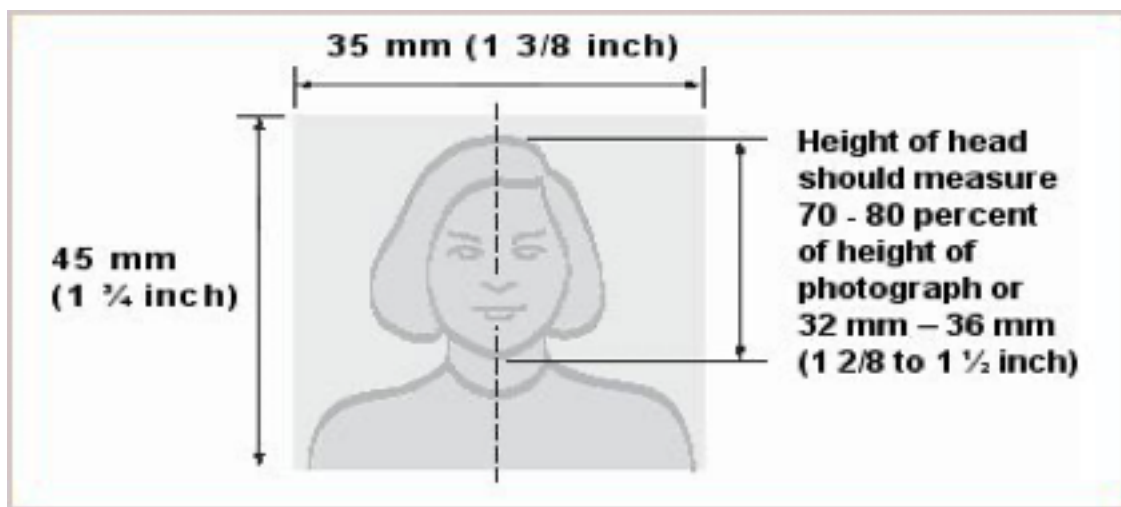

Image Upload Instructions

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

A. PHOTOGRAPH

Processes for photo upload:



The candidate shall be required to upload **TWO** photographs:

1. A **REAL TIME PHOTOGRAPH** taken by the webcam/in-built camera of the computer system while filling the online application form:
 - a. Stand/sit against a **white background** (Avoid distracting backgrounds).
 - b. There should be bright light falling on your face but not on the webcam.
 - c. The image **must not include other objects or additional people**. Ensure that you are only one person in picture.
 - d. 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.
 - e. The image must not contain any parts of the body below the entrant's shoulders.
 - f. Click on "Capture Photo" button in the application form.

-
2. Upload a **RECENT PHOTOGRAPH** which can be prepared in following way:

CLICKING YOUR RECENT PHOTO USING DIGITAL CAMERA:

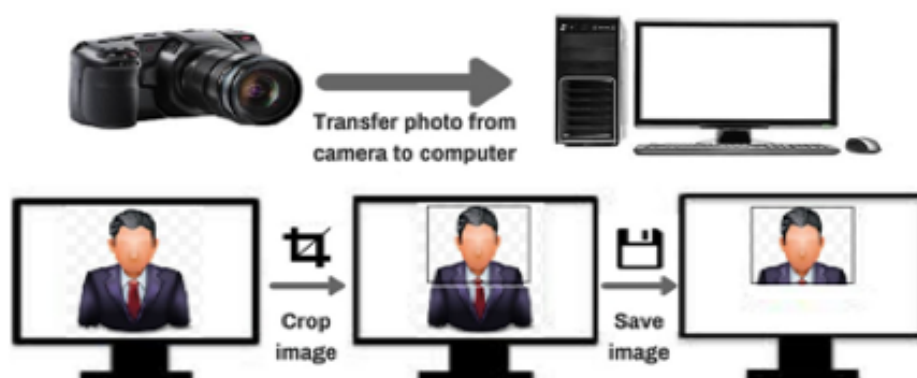
❖ **DO NOT UPLOAD MORE THAN 3 MONTH OLD PRE-
SAVED PHOTOGRAPH OF YOURS.**

❖ **IN CASE OF GROSS DIFFERENCE IN YOUR
APPEARANCE IN REAL TIME PHOTOGRAPH AND
UPLOADED PHOTOGRAPH, THE APPLICATION WILL
BE REJECTED**



- Stand/sit against a **white background** (Avoid distracting backgrounds)
- 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.
- The image must not contain any parts of the body below the entrant's shoulders.
- Click colour photograph in **bright light** using any digital device preferably with > 5-megapixel resolution). Avoid using flash as it tends to create a shadow on the white background.
- Avoid selfie; ask someone else to take the picture for you. They might also help to direct you a bit, like telling you to straight your head or tuck your hair behind your ears.

Checklist for editing & uploading the digital photograph:



-
- a. Transfer the photograph from the digital device to a computer/ laptop.
 - b. Photograph is in colour with white background.
 - c. Your face is clearly visible.
 - d. The size of image should be less than 80kb. 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)
 - e. Image is in .jpg/.jpeg format.
 - f. Image is not blurred in the process of editing.
 - g. Digital enhancement or other alterations or retouching are not permitted.
 - h. Make sure your face takes up at least 70-80% of the frame.

B. SIGNATURE

Digital image of your Signature can be made in two ways:

- Using a digital device to directly image (i.e. camera)
- Scanning the signature

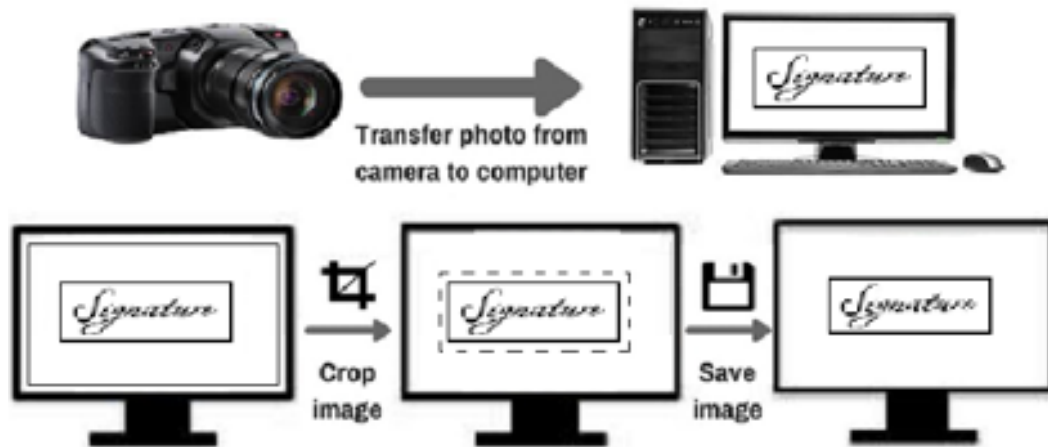
I. PREPARING DIGITAL IMAGE OF SIGNATURE USING A DIGITAL DEVICE (CAMERA)

Clicking image of signature using a digital device:

- a. Draw a box of size 1.5 cm (height) x 3.5 cm (width). Use a black or dark blue ink pen to sign within this box.
- b. Click the signature within the box in bright light conditions using any digital device (preferably with > 5-megapixel resolution). Avoid using flash.
- c. Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.

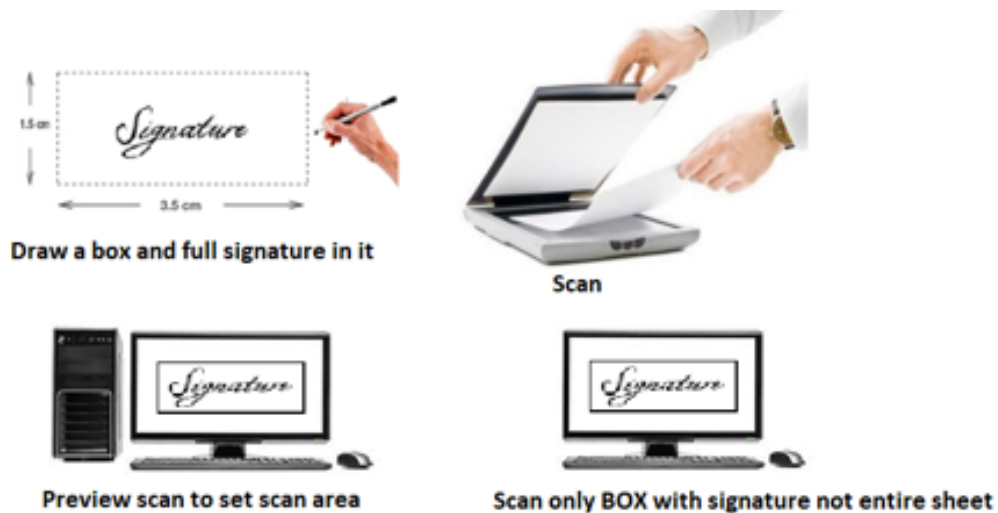
Editing digital image of the signature:

- a. Transfer the digital image to a computer/ laptop.
- b. 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 20 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

II. SCANNING THE SIGNATURE:



- The signatures should be **done by the candidates only** as it may be checked any time frequently.
- Signature done on the blank white page without lines only will be accepted
- Take the white sheet and mark the box size of 3.5 x 1.5 cm (width x height)
- Sign inside the box with **blue/black pen**.

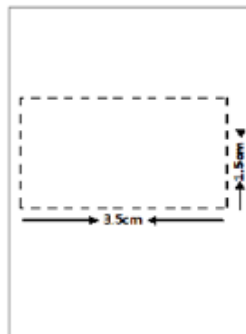
- e. If the Candidate's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the candidate will be disqualified.
- f. Set the scanner to 200 dpi
- g. The scanned image should be saved in .jpeg/ .jpg format.
- h. Crop only box area.
- i. The size of image should be less than 80kb.

C. THUMB IMPRESSION

Instruction for preparing digital image of thumb print

Taking a thumb-print

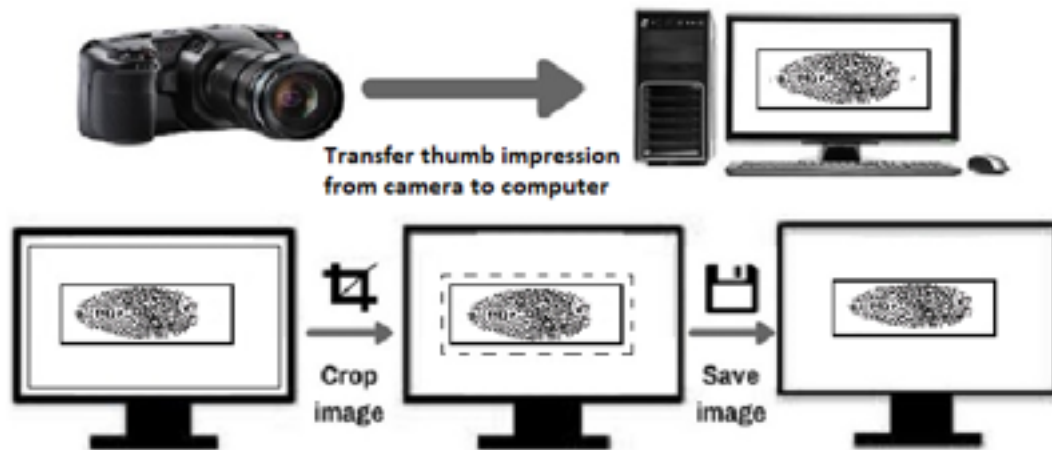
- a. Draw a box of 3.5 cm x 1.5 cm (width x height) on a white sheet of paper (you may draw more than 1 box to take multiple thumb print and select the best).
- b. Use a fresh **blue/black colour ink pad**.
- c. Practice on a sheet of paper to get the proper thumb-print especially the density or darkness of the colour. The impression of the print should be clear and readable; neither dark nor smudged or light.
- d. Clean your hands and dry them before you begin (oil/dirt can obscure the prints)
- e. Gently press your **LEFT THUMB** against the ink pad and take a horizontal print of your left thumb within the box. Do not press too much or wriggle as it may lead to smudging of print. Preferably take impressions of thumb in more than box.



Draw a box of 1.5cm x 3.5cm for Left thumb impression

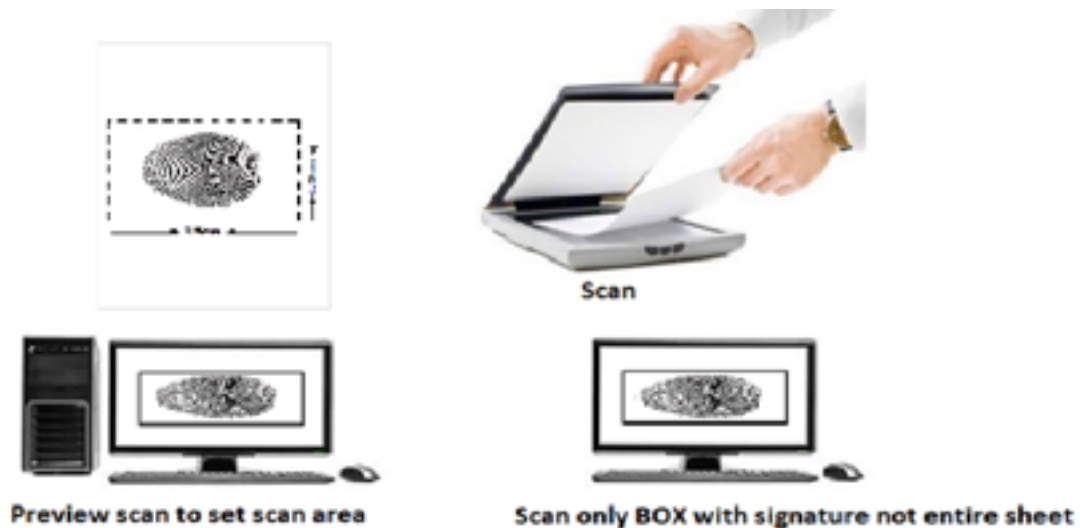


I.PREPARING DIGITAL IMAGE OF THUMB IMPRESSION USING A DIGITAL DEVICE (CAMERA)















II.SCANNING THE THUMB IMPRESSION




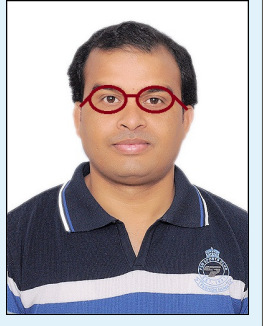



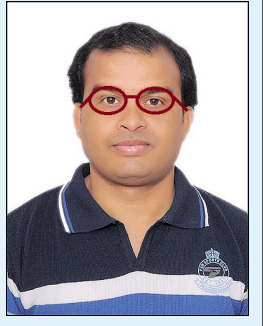



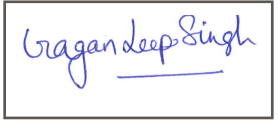
- Set the scanner to 200 dpi.
- Save the scanned image of thumb-print as .jpg / .jpeg format.
- Crop only box area.
- The size of image should be less than 80kb. Size of the image can be checked by right click on the image and then go to "Properties" link.



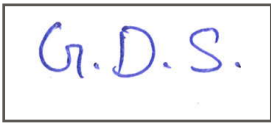



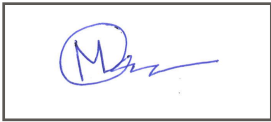













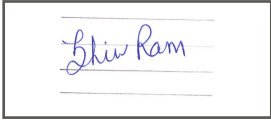


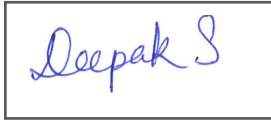
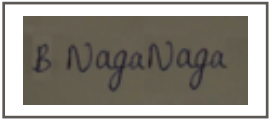
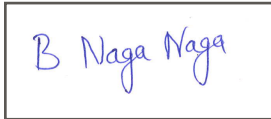
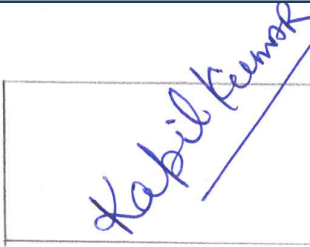
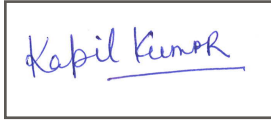
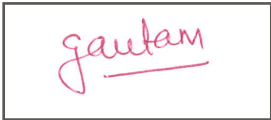
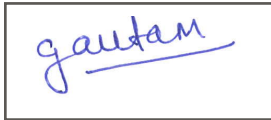
INSTRUCTIONS FOR ACCEPTABLE PHOTOGRAPHS


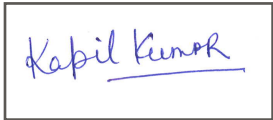



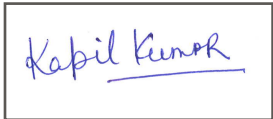


Not Acceptable	Reason for Rejection	Acceptable
	Cropped image	
		
	Not looking straight into camera	
		
	Black & White Photographs	
		

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









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





















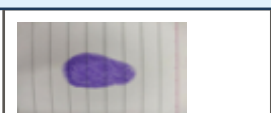
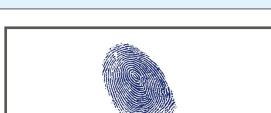


<div>   </div>		
	Signature not in full	
<div>   </div>		
	Initials are unacceptable	
<div>   </div>		
	Signature in Capital	
<div>   </div>		
	Signature is smaller in size. Instead of the box, entire page is scanned and uploaded.	
<div>   </div>		






	Signature not in plain white background	
	Signature and thumb impression in same box	
	Signatures with dark background	
	Signature outside the rectangle	
	Signature in other than blue or black ink	

	Photograph uploaded in place of Signatures	
		
	Thumb Impression Uploaded in place of Signatures	
		

INSTRUCTIONS FOR ACCEPTABLE THUMB IMPRESSIONS

Not Acceptable Signature	Reason for Rejection	Acceptable
	Thumb impression in other than blue or black ink	
		
	Thumb impression taken via mobile phone/camera with dark background	
		

	Incomplete thumb impression	
		
	Picture of thumb impression	
		
	Thumb impression uploaded is partly cropped / not scanned completely.	
		
	Thumb impression is not clear	
		
	Dry thumb impression	
		
	Thumb impression not in plain white background	
		

	Thumb Impression obscured by too much ink.	
		
	Thumb Impression is too small; upload full A4 size sheet instead of box alone	