

**IMAGE UPLOAD INSTRUCTIONS**

The candidate shall be required to upload recent Passport Size (dimension 3.5 cm x 4.5 cm) Colour scanned Photograph, scanned Signature and scanned Documents as per the following instructions:-

Type of Documents	Permissible File Type	Permissible File Size
Photograph	JPG/ JPEG	50 KB – 80 KB
Signature	JPG/ JPEG	50 KB – 80 KB
Other Documents	JPG/ JPEG/ PDF	100 KB – 300 KB

**Note:-**

1. The Scanner dpi should be 200.
2. **Uploaded photograph and signature (in running hand) must be clearly identifiable / visible; otherwise application of the candidate is liable to be rejected and no representation will be entertained in this regard.**
3. The photograph of the candidate must contain his full face, both ears and neck, in frontal view with a neutral, non-smiling expression and with open eyes directed at the camera. **Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.** If the picture is taken on a sunny day, the Sun should be behind the candidate, or the candidate should place himself in the shade, so that the candidate is not squinting and there are no harsh shadows. If flash is used, it must be ensured that there is no "red-eye". Photographs with caps, hats, sunglasses and dark glasses must not be uploaded. Religious headwear is allowed but it must not cover the face. If candidates wear power glasses, it must be ensured that there are no reflections and the eyes can be clearly seen.
4. **The applicant has to sign on white paper with Black pen in running hand.** The signature must be signed only by the candidate and not by any other person. The Signature will be used for the purpose of verification during the engagement exercise. If at any stage of engagement exercise, the Candidate's signature does not match the signature on the Admit Card, the candidate will not be permitted to take the examination and his candidature shall be cancelled.
5. The applicant has to upload clear scanned documents. The image should be scanned from the original documents for uploading. Scan of photocopy of documents/ documents downloaded from website will not be accepted.

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