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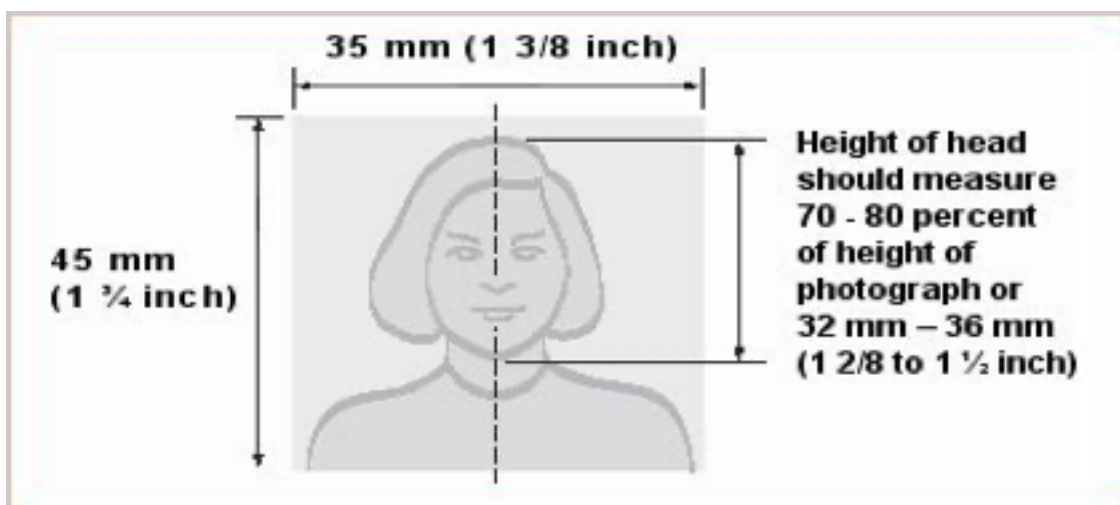
# Image Upload Instructions

**Note: Kindly go through the guidelines carefully. Images uploaded in the application form which are not in accordance with the guidelines or failure to rectify the images in the edit window/final edit window shall invite rejection of application.**

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. Confirm that the system used to fill the form has an in-built camera/webcam.
  - b. Be properly dressed in a formal attire.
  - c. Stand/sit against a **white background** (Avoid distracting backgrounds)

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- d. There should be bright light falling on your face but not on the webcam.
  - e. No objects should be behind you while capturing the photograph through web cam). The image **must not include other objects or additional people**. Ensure that you are only one person in picture.
  - f. 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.
  - g. The image must not contain any parts of the body below the entrant's shoulders.
  - h. Click on "Capture Photo" button in the application form.
9. Upload a **RECENT PHOTOGRAPH** (Not more than 3 months old) 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. Uploading a  
photograph which is not a recent one shall invite rejection  
of application.**



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

- a. Preference to be given to upload a photograph taken in a photo-studio in last 3 months to avoid any likely error in photograph. If you decide to take the photograph at home, please follow the instructions mentioned below.
- b. Be properly dressed in a formal attire.
- c. Click colour photograph in **bright light** using any high resolution digital device (preferably with > 5-megapixel resolution). Avoid using flash as it tends to create a shadow on the white background. Images which are taken in with improper light shall be rejected.
- d. 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. Selfies shall be rejected.
- e. Do not wear spectacles (to avoid reflection in the glass), cap, goggles, stethoscope around neck, makeup, ornaments while getting the photo shot.
- f. Stand/sit against a **white background** (Avoid distracting backgrounds)

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- g. No object should be in the background. The image must not include other objects or additional people. Ensure that you are only one person in picture. Images having any object in the background shall be rejected.
  - h. 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.
  - i. The image must not contain any parts of the body below the entrant's shoulders. Images having parts of body below the shoulder shall be rejected.

### 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

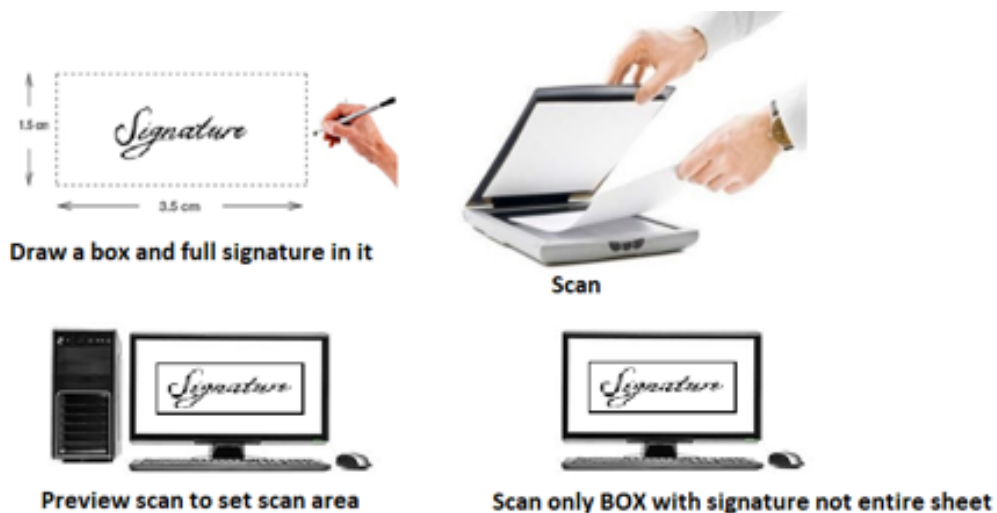
## I.



### PREPARING DIGITAL IMAGE OF SIGNATURE USING A DIGITAL DEVICE (CAMERA)

Clicking image of signature using a digital device:

- 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.
- Click the signature within the box in bright light conditions using any digital device (preferably with > 5-megapixel resolution). Avoid using flash.



- Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.

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### 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.
- c. **Crop** the image such that borders of box are reached.
- d. **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:

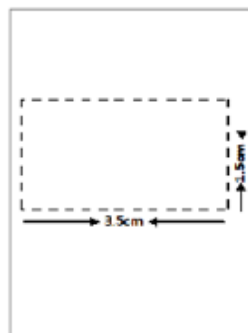
- a. The candidate should provide his/her complete signatures and not just initials.
- b. The signatures should be **done by the candidates only** as it may be checked any time frequently.
- c. Signature done on the blank **white page without lines only** will be accepted
- d. Take the white sheet and mark the box size of 3.5 x 1.5 cm (width x height)
- e. Sign inside the box with **blue/black pen**.
- f. 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.
- g. Set the scanner to 200 dpi
- h. The scanned image should be saved in .jpeg/ .jpg format.
- i. Crop only box area and not the complete white page.
- j. 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



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



Left thumb impression within the box

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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**.

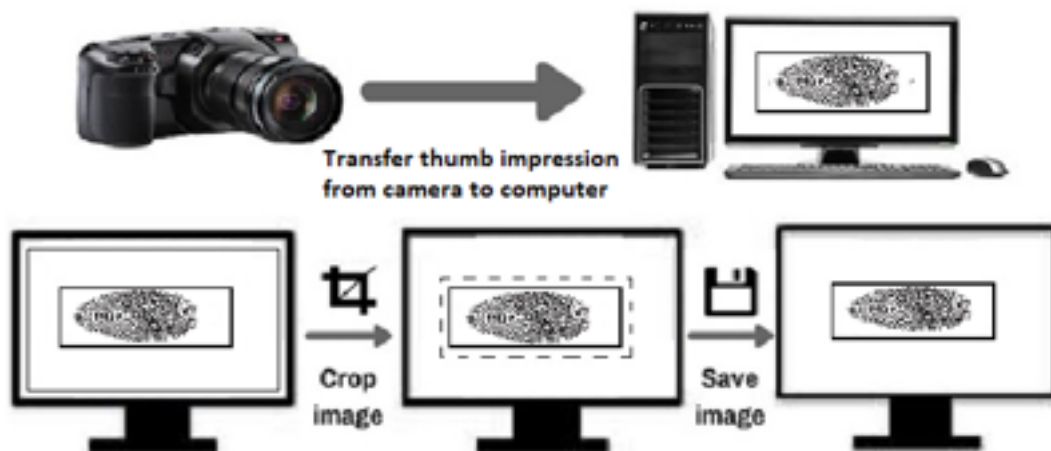
c. Practice on a sheet of paper to get the proper thumb-print especially the density or darkness of the colour. The impression of the print should be clear and readable; neither dark nor smudged or light.

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.



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



## II.SCANNING THE THUMB IMPRESSION

a. Set the scanner to 200 dpi.

b. Save the scanned image of thumb-print as .jpg/ .jpeg format.

c. Crop only box area.

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.



**Scan**















**Preview scan to set scan area**














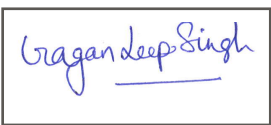
**Scan only BOX with signature not entire sheet**



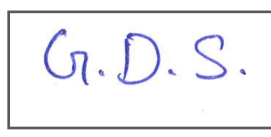
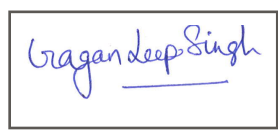


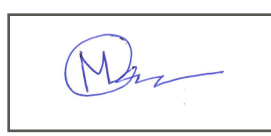



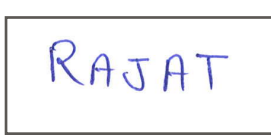




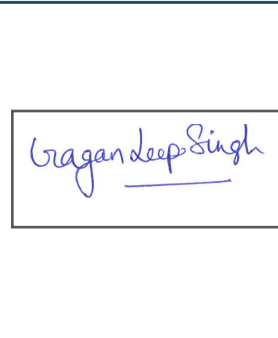


**INSTRUCTIONS FOR ACCEPTABLE PHOTOGRAPHS**











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


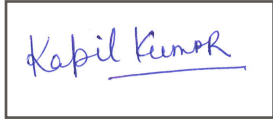



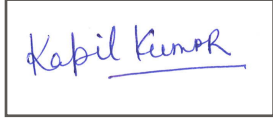




	<p><b>Improper flash or improper lighting</b></p>	
		
	<p><b>Photo taken with mobile phone (including "selfies") resulting in distorted face</b></p>	
		
	<p><b>Distortion due to enlargement of an original smaller image</b></p>	
		
	<p><b>Improper Background or Sunglasses</b></p>	





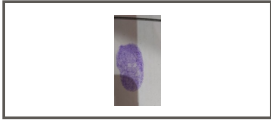



			
	Too much glare on spectacles		
			
	Spectacle rim over eyes		
			
<b>INSTRUCTIONS FOR ACCEPTABLE SIGNATURES</b>			
<b>Not Acceptable Signature</b>	<b>Reason for Rejection</b>	<b>Acceptable</b>	
	Signature not in rectangle box		

















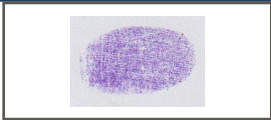







		
	<b>Signature not in full</b>	
		
	<b>Initials are unacceptable</b>	
		
	<b>Signature in Capital</b>	
		
	<b>Signature is smaller in size. Instead of the box, entire page is scanned and uploaded.</b>	
		






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

	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 instead of 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	
 		

	<b>Thumb Impression obscured by too much ink.</b>	
		
	<b>Thumb Impression is too small; uploaded full A4 size sheet instead of box alone</b>	