

## Guidelines for Scanning and Uploading of Photograph & Signature

While registering for the selection process, candidates need to upload his/her photograph and signature in the registration portal. Before applying online, candidates are advised to have a scanned (digital) image of their photograph & signature as per the specifications given below.

### 1 Photograph Image:

- 1.1. The photograph must be a recent passport style color picture.
- 1.2. Make sure that the picture is taken against a light-colored, preferably white background.
- 1.3. Look straight at the camera with a relaxed face.
- 1.4. If you have to use flash, ensure there is no "red-eye".
- 1.5. If you wear glasses, make sure that there are no reflections and your eyes are visible.
- 1.6. Caps, hats and dark glasses are not permitted. Religious headwear is allowed but it must not cover your face.
- 1.7. The image file should be in JPEG or PNG format.
- 1.8. Ensure that the size of the scanned image is not more than 2 MB.
- 1.9. Crop the Image suitably before uploading.

### 2 Signature Image

- 2.1. The signature should be in blue ink and the scanned image of the same should be in color.
- 2.2. The image file should be in JPEG or PNG format.
- 2.3. Ensure that the size of the scanned image is not more than 2 MB.
- 2.4. Crop the image suitably before uploading.

**Note:**

In case the face in the photograph is not clear, the candidate's application may be rejected. Candidates should also ensure that the photograph and signature are uploaded correctly in the respective fields in the upload page.