



Guidelines for Photograph & Signature

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb–50 kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black /blue Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Admit Card and wherever necessary.
- If the Applicant's signature on the attendance sheet at the time of the examination, does not match the signature on the Admit Card, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.
- Signature in CAPITAL LETTERS shall NOT be accepted.

Procedure for Uploading the Photograph and Signature:

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph/Signature"
- Browse and Select the location where the Scanned Photograph/Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload' button.

After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.

Your Online Application will not be registered unless you upload your photograph & signature as specified:

- In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- Application may be rejected on the grounds of bad quality of submitted photograph.
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- Application may be rejected on the grounds of swapping of photograph with that of signature.
- Application may be rejected due to submission of photograph only, i.e no signature submitted at the place of signature as well.
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After registering online candidates are advised to take a printout of their system generated online application form/Confirmation page.