Instructions related to uploading of Photographs, signature and left thumb impression

Instruction for photograph file upload:

1 **Registration slip will be generated only after uploading of Photo/Thumb/Signature and all other details.**
2 **Uploading Photo/Thumb/Signature that are not as per the instructions is the most common reason for rejections of applications.**
3 **Kindly read the Instruction carefully to avoid rejection of application. It is preferable to keep the properly taken Photo/ Thumb/ Signature before filing the application form.**

PHOTOGRAPH

1 One (1) recent color passport size photograph with **white background** is required. The dimensions of the photograph should be 3.5*4.5 cms (width*height).
2 Black & White / Polaroid photographs are NOT acceptable. Photograph should not be taken by mobile phone camera.
3 Photograph should be taken professionally, so that it may not blur while enlarging it.
4 Photograph MUST be taken recently and should not be taken more than six months prior from the start of Online Registration.
5 Draw a box having size 3.5 x 4.5 cms (width*height) on a plain white sheet and paste the photograph inside the box.
6 Select the area having photograph only, not the whole sheet and scan the photograph on 200 dpi.
7. Save the scanned image as "Photograph.jpg" (supported formats include jpg/ jpeg, gif, png). Keep the size of image between 10 KB to 100 KB.

UPLOADING PHOTOGRAPH

Candidates must upload Photograph to correct specified field. Do not make any mistake in uploading Photograph

To upload **Photograph.jpg"**

a Click "Choose File" button right to the photograph field.
b Select the scanned "**Photograph.jpg**" file from saved location and click "Open" button

(Sample Image)

Instruction for Signature file upload:

SIGNATURE

1 *Draw a box having size 6x3 cms (width*height)on a plain white sheet and put the signature inside the box.*
2 Signature should be done with thick point Black/Blue pen only. Signatures having only Initials or done in CAPITAL letters are not acceptable.
3 *Scan the area having signature only not the whole sheet. Scan the signature on 200 dpi.* It should not be blurred while enlarging it.
4 Save the scanned image as **"Signature.jpg".** Supported formats of the image include jpg/jpeg, gif, png.Keep the size of the image between **10 KB to 50 KB**.

UPLOADING SIGNATURE

Candidates must upload Signature to correct specified field. Do not make any mistake in uploading Signature.

To upload "Signature.jpg"

a Click "Choose file" button right to the signature field.
b Select the scanned "**Signature.jpg**" file from saved location and click "Open" button.

(Sample Signatue)

Instruction for Thump Print file upload:

THUMB IMPRESSION

1 Draw a box of size **4 x 3 cms** (width * height) on a plain white sheet.
2 Take a good quality Blue/Black ink stamp pad.
3 Put your left thumb gently on the stamp pad and role lightly in horizontal manner.
4 The lines of the finger should be clearly visible in the print.
5 Scan the area of white sheet having thumb impression only, not the whole sheet.
6 Scan the left thumb impression on 200 dpi. It should not be blurred while enlarging it.
7 Save the image as "Left Thumb Impression.jpg". Supported formats of the image include jpg/jpeg, gif, png.
8 Keep the size of image between **10 KB to 50 KB.**

UPLOADING LEFT THUMB IMPRESSION:

Candidates must upload Left Thumb Impression to correct specified field. Do not make any mistake in uploading Left Thumb Impression.

To upload "Left Thumb Impression.jpg"

a **"Choose file"** Button right to the Left Thumb Impression field.
b Select the Scanned **"Left Thumb Impression.jpg"** file from saved location and click "Open" Button

(Sample Left Thumb impression)