GUIDELINES FOR SCANNING AND UPLOADING OF PHOTOGRAPH

While registering for the selection process, candidates will be provided with a link to upload his/her photograph and signature.

Before applying online, candidates are required to have a scanned (digital) image of their photograph & signature as per the specifications given below.

a) Photograph Image:

01 Photograph must be a recent passport style color picture.

02 Make sure that the picture is in color, taken against a light-colored, preferably white, background.

03 Look straight at the camera with a relaxed face.

04 If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.

05 If you have to use flash, ensure there's no "red-eye".

06 If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

07 Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

08 The image file should be PNG, JPG or JPEG format.

09 Ensure that the size of the scanned image is not more than 2 MB.

b) Signature Image

01 Signature must be a color picture.

02 Ensure that the size of the scanned image is not more than 2 MB.

03 The image file should be PNG, JPG or JPEG format.

04 Crop the image suitably before uploading.