

- **Guidelines for scanning and upload of 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/Signature/Documents:

Incorrect	Correct	Instructions
		1. No more than 6 months old 2. There should be no white space around the photograph. 3. Photograph should not be very small/dull. 4. In sharp focus and clear 5. File type must be .jpg 6. File Size must be less than 12 kb and greater than 4 kb of resolution 100 pixel widths by 120 pixels height.
Incorrect Image	Correct Image	
		1. Signature must be on white paper 2. There should be no white space around the Signature. 3. Signature should not be very small/dull. 4. File type must be .jpg 5. File Size must be less than 12 kb and greater than 4 kb of resolution 140 pixel widths by 60 pixels height.
Incorrect Signature	Correct Signature	

- **(i) Photograph Image:** Photograph must be a recent passport size color picture. Make sure that if picture is in color, taken against a light-colored, preferably white background. Look straight at the camera with a relaxed face If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions 100 x 120 pixels. Size of file should not be more than 12 KB. If the size of the file is more than 12 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning..

### How to resize your photograph to 100 x 120 pixels

#### For Users using Windows 7

- Open your photograph with MS Paint.
- Select the resize option.
- Resize window will open by the system automatically when resize option is selected.
- Click on the pixels option. v) Click on maintain aspect ratio to uncheck this option.
- Set the horizontal value to 100 and vertical value to 120 then press ok.
- Save your photograph as jpg file.

#### For Users using Windows 98, 2000, XP, Vista, Atom etc..

- Open the website <http://www.resize.it>
- Select "Advanced Photo Tools" option.

- iii) Browse your signature you would like to resize.
  - iv) Set the image height to 120 pixels.
  - v) Set the image width to 100 pixels.
  - vi) Set the crop box height to 120 pixels and width to 100 pixels
  - vii) Then click on the "Okay" button. New window will be opened automatically.
  - viii) Click on the "Crop it" button.
  - ix) You can now right click on the image with your mouse and select "save picture as....."
- (ii) **Signature Image** : The candidate has to sign on white paper with Black/Blue ink pen. The signature must be signed only by the candidate and not by any other person. If the Candidate's signature taken, at the time of PMT/PST does not match with the uploaded signature, the candidate will be disqualified. Dimensions 140 x 60 pixels (preferred)  
Size of file should not be more than 12KB.

### **How to resize your signature to 140 x 60 pixels**

#### **For Users using Windows 7**

- i) Open your signature with MS Paint.
- ii) Select the resize option.
- iii) Resize window will open by the system automatically when resize option is selected.
- iv) Click on the pixels option. v) Click on maintain aspect ratio to uncheck this option.
- vi) Set the horizontal value to 140 and vertical value to 60 then press ok.
- vii) Save your signature as jpg file..

#### **For Users using Windows 98, 2000, XP, Vista, Atom etc.**

- i) Open the website <http://www.resize.it>
  - ii) Select "Advanced Photo Tools" option.
  - iii) Browse your signature you would like to resize.
  - iv) Set the image height to 60 pixels.
  - v) Set the image width to 140 pixels.
  - vi) Set the crop box height to 60 pixels and width to 140 pixels
  - vii) Then click on the "Okay" button. New window will be opened automatically.
  - viii) Click on the "Crop it" button.
  - ix) You can now right click on the image with your mouse and select "save picture as....."
- **Scanning the photograph & signature:** (1) Set the scanner resolution to a minimum of 200 dpi (dots per inch) (2) Set Color to True Color (3) File Size as specified above (4) Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).