

ANNEXURE I

Guidelines for uploading the Photograph & Signature:

Before applying online, applicants will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given in uploaded advertisement. Your online application will not be completed unless you upload your photo and signature as specified in advertisement at point no. (7) under **Instructions to Candidates**. On uploading your photo and signature as specified, your online application will be provisionally registered.

Note:

- A.** In case the image of the candidate in the photograph or signature is unclear, the application may be rejected.
- B.** In case the photograph or signature is unclear, then applicant may re-upload his photograph or signature by Account setting->Change Photograph option.

Procedure for Uploading the Photograph and Signature:

1. While filling in the Online Application Form the applicant will be provided with a link to upload his/her photograph and signature.
2. Click on the respective link " Upload Photograph/Signature"
3. By clicking "choose file", Browse & Select the location where the Scanned Photo/ Signature file has been saved. Select the file by clicking on it.
4. Click the 'Upload files' button for uploading photo, signature & view on profile.

Specification of Photograph Image:	
1	Photograph must be a recent (within 6 months) passport size color picture.
2	The picture should be in color, against a light colored, preferably white background. Image should be facing straight at the camera with a relaxed face.
3	If spectacles are worn, candidates are to ensure that there are no reflection and the eyes can be clearly visible.
4	Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover the face.
5	Total size of a file (photograph and signature) should be between 10KB- 50 KB. Ensure that the size of the scanned image is not more than 50KB.If the size of the file is more than 50KB, then reduce the size of the uploading file.
6	
Specification of Signature Image:	
1	The applicant has to sign on white paper with Black pen.
2	The signature must be signed only by the applicant and not by any other person.