

## **Guidelines for Scanning and Uploading documents like Photo and Signature:-**

### **Passport Photograph :**

1. Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature.
2. The photograph must be a recent passport size colour picture.
3. Make sure that, the picture is in colour, taken against a light coloured, preferably white background.
4. Look straight at the camera with a relaxed face.
5. If you wear glasses, make sure that, there were no reflections and your eyes can be clearly seen.
6. Caps / hats / dark glasses are not acceptable. Religious headwear is allowed but should not cover the face.
7. The dimension / resolution of the photograph should be 200 x 230 pixels. (Or)
8. Height x Width of the image should be 4.5 cm x 3.5 cm.
9. Size of the Photograph should be between 30-50 kb.
10. Ensure that, the size of the scanned photograph is not more than 50 kb. If the size is more than 50 kb, then adjust the settings of the scanner such as DPI resolution , no of colours etc. during the process of scanning.
11. File type should be .jpg / .jpeg
12. Don't use Mobile scanner in this purpose.

### **Full Signature :**

1. The applicant has to sign on a white paper with Black pen ink.
2. Dimensions should be 140 x 60 pixel. (or)
3. Height x Width of the image should be 1.5 cm x 3.5 cm.
4. Size of the image should be between 10-20 kb.
13. Ensure that, the size of the scanned image is not more than 20 kb. If the size is more than 20 kb, then adjust the settings of the scanner such as DPI resolution, no of colours etc. during the process of scanning.
5. File type should be .jpg / .jpeg
6. Don't use Mobile scanner in this purpose.

### **Scanning the Documents :-**

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to true Colour.
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.
5. Don't upload the whole scanning of the full page, just crop it to the specific Photo/Signature.
6. The image file should be .jpg/ .jpeg format. Rename the images in your name as AishwaryaPhoto and Aishwaryasign.
7. Candidates using MS Windows or MS Office picture manager, scanned documents in any format can be saved in .jpg/.jpeg formats by using "Save as" option in the file menu. Size can be adjusted by using crop menu and then resize option.

**Procedure for uploading the Documents :-**

1. While filling the online application, there is a section called. Upload photo / Signature.
2. Click on the respective buttons "Upload Photo" / "upload Signature"
3. Browse and select the location where the scanned Photograph / Signature is saved.
4. Select the file by clicking on it.
5. Click the "Open / Upload"
6. If the file size and format are not as per the guideline, after uploading Photo / Signature, in the final application same will not be previewed.
7. Candidate should ensure that, photo is uploaded at the place of photo and signature in place of signature.
8. If, at any case, the Photo and Signature are interchanged, then the application will be out rightly rejected. Be cautious of this.