

## **Guidelines for Capturing the Real Time Photograph, Scanning & Uploading of Photograph and Signature**

Before applying online, the applicant must have a scanned (digital) image (not more than one month old) of photograph & signature as per the specifications given below. Your online application will not be registered unless you upload your photograph & signature as specified.

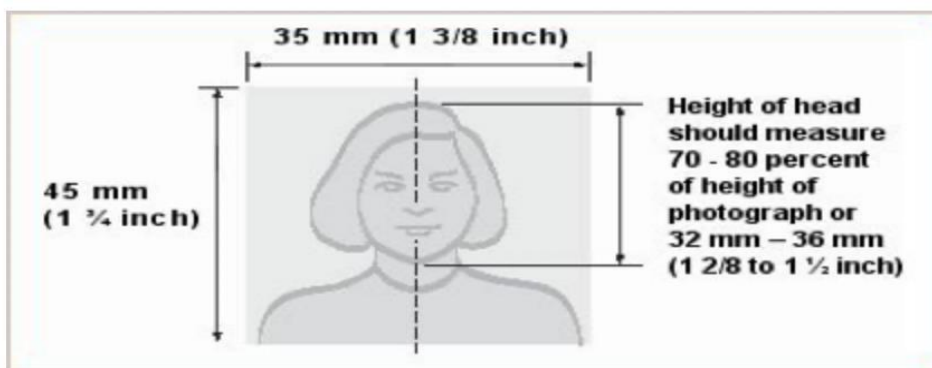
### **A. CAPTURE THE REAL TIME PHOTOGRAPH**

1. Stand/sit against a white background (Avoid distracting backgrounds).
2. The image must not include other objects or additional people. Ensure that you are the only one person in the picture.
3. The image must contain the full face, ears, neck, and shoulders of the entrant in frontal view with a neutral, non-smiling expression and with eyes open and directed at the camera.
4. The image must not contain any parts of the body below the entrant's shoulders.

**Note:- Before applying online, the applicant have to ensure that the system should have an in-built camera or attached webcam to capture the real time photograph. The applicant must sit in front of in-built camera/webcam of the computer to capture his/her photograph.**

### **B. UPLOADED A PRE- SAVED RECENT PASSPORT SIZE COLOURED PHOTOGRAPH**

Processes for photo upload:



The applicant shall be required to upload one photograph.

- A Photo has been taken against a white background without a border and clearly shows your face, eyes and both ears.
- A Photograph is in colour.
- The image must not include other objects or additional people. Ensure that you are only one person in the picture.
- The image must contain the full face, ears, neck, and shoulders of the entrant in frontal view with a neutral, non-smiling expression and with eyes open and directed at the camera.
- Head coverings, Turban, hair, head-dress, or facial ornaments should not obscure the face.
- The image must not contain any parts of the body below the entrant's shoulders.
- The size of the image should be not less than 80KB and a maximum of 200KB. The size of the image can be checked by right click on the image and then going to the "Properties" link. (Maintain aspect ratio, i.e., height and width ratio to avoid distortion of image).
- The photograph is of standard passport size (45mm X 35mm, height X width).
- The photograph is recent (not more than one month old).

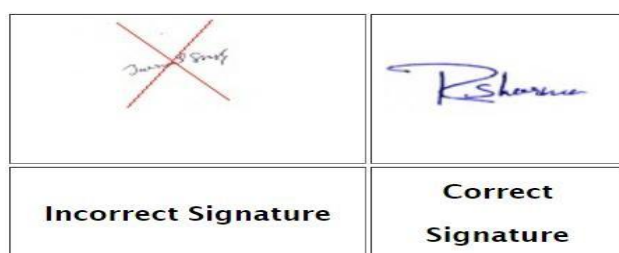
- Please note your photograph should be properly cropped / clear and should not be hazy or illegible.
- In case of poor-quality images, not properly cropped or swapping of photograph file, the application is liable to be rejected.
- Save the scanned images as .jpg/.jpeg as “Photograph.jpg” or “Photograph.jpeg.
- Image is in .jpg/.jpeg format.
- Digital enhancement or other alterations or retouching are not permitted.
- Make sure your face takes up at least 70-80% of the frame.

### How to resize your photograph to 276 x 354 pixels

- Open your photograph with MS Paint.
- Select the resize option.
- The resize window will open by the system automatically when the resize option is selected.
- Click on the pixels option.
- Click on maintain aspect ratio to un-check this option.
- Now Set the horizontal value to 276 and the vertical value to 354 or set the scanner to 200 dpi then press ok.
- Save your photograph as .jpg/.jpeg as “Signature.jpg” or “Signature.jpeg. file.

### C. SIGNATURE













Processes for Signature upload:















- Draw a box of size 2.5 cm (height) x 6.0 cm (width). Use a black or dark blue ink pen to sign within this box.
- Click the signature within the box in bright light conditions using any digital device. Avoid using flash.
- Check the shadow of your hands/Camera/Smartphone etc. does not fall on the sheet.
- The scanned image should be saved in .jpeg format.
- If the applicant signature on E-Admit card, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- The signature must be signed only by the applicant and not by any other person.

#### **Editing digital image of the signature:**

- Transfer the digital image to a computer/laptop.
- If required, use auto-correct feature of image editing software so that the signature is clear against a white background.
- Crop the image such that borders of box are reached.
- Resize the image to 50 – 200 KB (maintain aspect ratio, i.e., height and width ratio to avoid distortion of image).

INSTRUCTIONS FOR ACCEPTABLE PHOTOGRAPHS		
Not Acceptable	Reason for Rejection	Acceptable
	Cropped image	
		
	Not looking straight into camera	
		
	Black & White Photographs	
		

	<p>Improper flash or improper lighting</p>	
		
	<p>Photo taken with mobile phone (including "selfies") resulting in distorted face</p>	
		
	<p>Distortion due to enlargement of an original smaller image</p>	
		
	<p>Improper Background or Sunglasses</p>	

			
	Too much glare on spectacles		
			
	Spectacle rim over eyes		
			
<b>INSTRUCTIONS FOR ACCEPTABLE SIGNATURES</b>			
<b>Not Acceptable Signature</b>	<b>Reason for Rejection</b>	<b>Acceptable</b>	
	Signature not in rectangle box		



G. D. S.

Signature not in full

Gagandeep Singh



Man

Initials are unacceptable

Manveer



RAJAT

Signature in Capital

Rajat



Gagandeep Singh

Signature is smaller in size. Instead of the box, entire page is scanned and uploaded.

Gagandeep Singh

