

Guidelines for Scanning the Photograph, Signature, Certificate / Document

(i) Photograph :

1. Photograph must be a recent passport size coloured photograph preferably with white background .
2. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
3. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
4. Ensure that the size of the scanned image is not more than 40 KB. If the size of the file is more than 40 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) Signature :

1. The candidate has to sign on white paper with **BLUE / BLACK INK PEN** .
2. The signature must be signed only by the candidate and not by any other person.
3. Candidates must ensure that the signatures are identical throughout the Recruitment process at all stages and/or places.
4. If any variation is found between the signatures, the candidature is liable to be cancelled.
5. Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place.

(iii) Certificate / Document for Exemption of Application Fee :

1. Candidate has to scan and upload the Certificate / Document for Exemption of Application Fee (in case of OBC/SC/ ST/ PWD (PH) Jammu & Kashmir to the effect/ Ex- Servicemen).
2. The candidate uploading the Certificate / Document for Exemption of Application Fee must ensure that the Certificate / Document is of Single File only. If this Certificate / Document is not uploaded, the candidature would be rejected. Original Certificate / Document will, howev/Ver, be scrutinized/ verified at the time of Document Verification.
3. The Certificate / Document to be attached should be amongst the list as given below :
 - SC/ST Certificate (Annexure-A), if applicable;
 - PWD / PH Certificate (Annexure-C), if applicable;
 - OBC Certificate (Annexure-B), if applicable;
 - Ex- Servicemen Certificate (Annexure-D & Annexure-E), if applicable
4. Size of file should be between 20 KB – 500KB.

Scanning the Photograph, Signature, Certificate / Document :

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, Certificate / Document then use the upload editor to crop the image to the final size (as specified above).
5. The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

If the file size and format are not as prescribed, an error message will be displayed.

Procedure for Uploading the Photograph, Signature, Certificate / Document

1. Separate links have been given for uploading the Photograph, Signature, Certificate / Document for Exemption of Application Fee.
2. Browse and select the location where the Scanned Photograph, Signature, Certificate / Document file has been saved.
3. Select the file by clicking on it.
4. Click the 'Upload' button.

Your Online Application will not be registered unless you upload your Photograph and Signature as specified and Certificate / Document (if applicable).

Note: In case the Photograph, Signature, Certificate / Document is not clear / visible, then candidate's application may be rejected.