Guidelines for scanning and Upload of Documents

Photograph Image: (4.5cm × 3.5cm)
- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- 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 200 x 230 pixels (preferred).
- Size of file should be between **20kb–50 kb**.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- Photo uploaded should be of appropriate size and clearly visible.
- File type: **jpg / jpeg**.

Signature
- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call letter and wherever necessary.
- If the applicant's signature at the time of the examination/ interview does not match, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of the file should be between **10kb – 50kb**.
- Ensure that the size of the scanned image is not more than 50kb.
- **Signature in CAPITAL LETTERS shall NOT be accepted**
- File type: **jpg / jpeg**.

For Upload of Documents:

- The documents are to be scanned in **pdf** format
- Click on the respective link 'Choose file".
- Browse and select the location where the scanned document/file has been saved.
- Select the file by clicking on it.
- Click the upload button.

Documents to be uploaded:

Identity & Address Proof (**Maximum 100 KB**)
Proof of Birth (**Maximum 100 KB**)
Experience Certificate(s) specifying designation/ job profile, period of service (with specific dates), emolument etc (**Maximum 1MB**)

Please ensure that the photo, signature, documents as applicable are uploaded at the specified spaces only in the online application form.