Photograph and Signature Requirements

Online application requires your photograph and signature to be uploaded electronically at the time of submitting your application. Uploading photograph or signature that does not meet the specifications required or doesn't match with the identity of the candidate carrying at the time of examination can result in the disqualification of the application without any refund of the application fee. Please pay attention to upload good quality photograph. Poor quality of the photograph submitted will lead to rejection of your application, without any refund of the application fee. The photograph must be in colour and must be taken in a professional studio.

Photographs Requirements

I. Photograph must be a recent passport size picture
II. The candidate should upload the photograph without sunglasses, head scarf etc.
III. The photograph must be taken in a white or a very light background.
IV. In the photograph, the face should occupy about 50% of the area, and with a full-face view looking into the camera directly and the main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
V. If you normally wear spectacles, glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses for the photo shoot.
VI. You must not wear spectacles with dark or tinted glasses, only clear glasses are permitted. VII. Dimensions 200 x 230 pixels (preferred).
VIII. Size of file should be between 20kb-100kb.
IX. Ensure that the size of the scanned image is not more than 100KB. If the size of the file is more than 100KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
X. For your own benefit it may be prudent not to intentionally change your facial features or hair style as in the photograph until the day of the exam.

Not Acceptable Photograph	Reason for Rejection	Acceptable
✗	Photo taken with mobile phone; Distorted face	✓
✗	Blue background	✓
✗	Facial area is less than 50% of total	✓
✗	Not looking straight into camera	✓
✗	Cloth covering facial features	✓

Not Acceptable Photograph	Reason for Rejection	Acceptable
✗	Shadow on face	✓
✗	Improper flash or Improper lighting	✓
✗	Too much glare on spectacles	✓
✗	Dark/Tinted Spectacles or Sunglasses	✓
✗	Poor Digital Resolution (100×75)	✓

Signature Image:

I.   The applicant has to sign on white paper with Black Ink pen.

II.   The signature must be signed only by the applicant and not by any other person.

III.   The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.

IV.   Dimensions 140 x 60 pixels (preferred).

V.   Size of file should be between 10kb -- 50kb.

VI.   Ensure that the size of the scanned image is not more than 50KB

Acceptable Signature / स्वीकार्य हस्ताक्षर :

Unacceptable Signature / अस्वीकार्य हस्ताक्षर :