# Image Upload Instructions

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature and thumb impression as per the specifications given below. Your online application will not be registered unless you upload your photograph, signature and thumb impression as specified.

A. PHOTOGRAPH

Processes for photo upload:
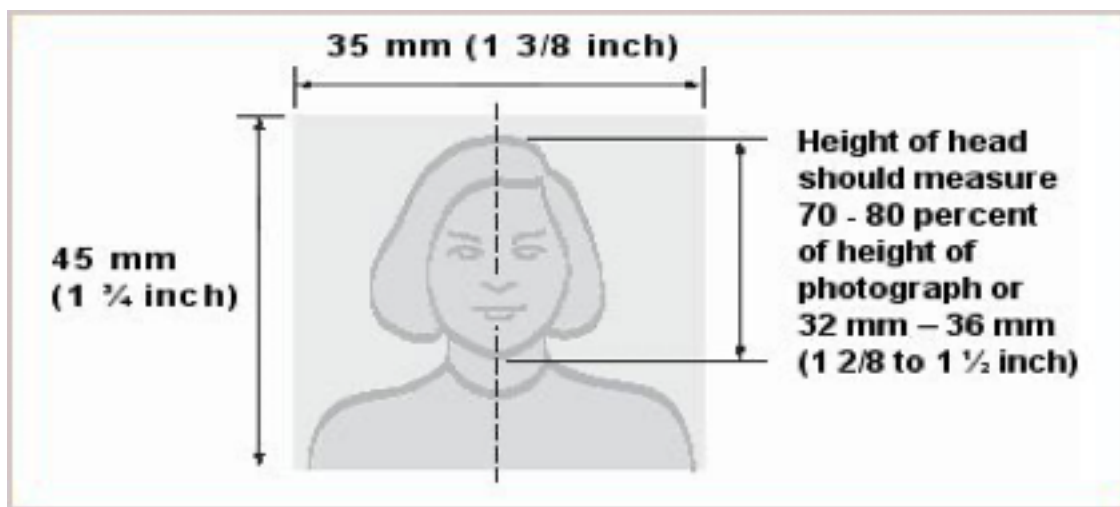
The candidate shall be required to upload **TWO photographs:**

1. A **REAL TIME PHOTOGRAPH** taken by the webcam/in-built camera of the computer system while filling the online application form:

   a. Stand/sit against a **white background** in bright light (Avoid distracting backgrounds)
   b. The image must not include other objects or additional people. Ensure that you are only one person in picture.
   c. 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.
   d. The image must not contain any parts of the body below the entrant's shoulders.
   e. Click on "Capture Photo" button in the application form.

2. Upload a **<u>PRE-SAVED RECENT PHOTOGRAPH</u>** which can be prepared in one of the two ways:

  • **Clicking a photograph through a digital camera**
  • **By scanning the physical photograph.**

I. CLICKING YOUR PHOTO

  a. Stand/sit against a **white background** (Avoid distracting backgrounds)
  b. The image must not include other objects or additional people. Ensure that you are only one person in picture.
  c. 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.
  d. The image must not contain any parts of the body below the entrant's shoulders.
  e. Click colour photograph in **bright light** using any digital device preferably with > 5-megapixel resolution). Avoid using flash as it tends to create a shadow on the white background.
  f. Avoid selfie; ask someone else to take the picture for you. They might also help to direct you a bit, like telling you to straight your head or tuck your hair behind your ears.

Editing of digital photograph:

Transfer photo from camera to computer

Crop image

Save image

a. the photograph from the digital device to a computer/laptop.
b. the photograph such that your head, shoulders are visible and occupy most of the image.
c. The size of image should be less than 80kb. Size of the image can be checked by right click on the image and then go to "Properties" link. (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

II. PHOTO SCAN PROCESS

In case you already have a professionally clicked passport size colour photograph follow the following procedure to prepare scanned image of the same.

Before you scan the photograph ensure that
a. Photo has been taken against a white background without a border and clearly shows your face, eyes and both ears.
b. The photograph is of standard passport size (35mm X 45mm, width X height)
c. The photograph is recent (within 6 months of online application).
d. Choose a solo photo for scanning. Cropping a group photo isn't acceptable.
e. Profile photograph is not acceptable.

Scanning process of already available photograph

a. **Draw a box** minimum 35x45 mm size on a white sheet of paper using pencil.
b. Affix your latest passport size photograph in the draw box.
c. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
d. Set Color to True Color
e. **Place sheet of paper face down on the printer or scanner surface. Press scan button on the scanner or use the scanning program on your computer.**
f. **Crop** the image such that borders of box are reached.

g. **Save the scanned images** as .jpg/.jpeg as "Photograph.jpg" or "Photograph.jpeg.

h. The size of image should be less than 80kb. Size of the image can be checked by right click on the image and then go to "Properties" link.

i. If the size of the image is more than 80 kb, then adjust the settings of scanner such as set the dpi of the scanner to 200 dpi and quality of image at low. If image size is still more than 80 kb then resize the image to the given specifications.
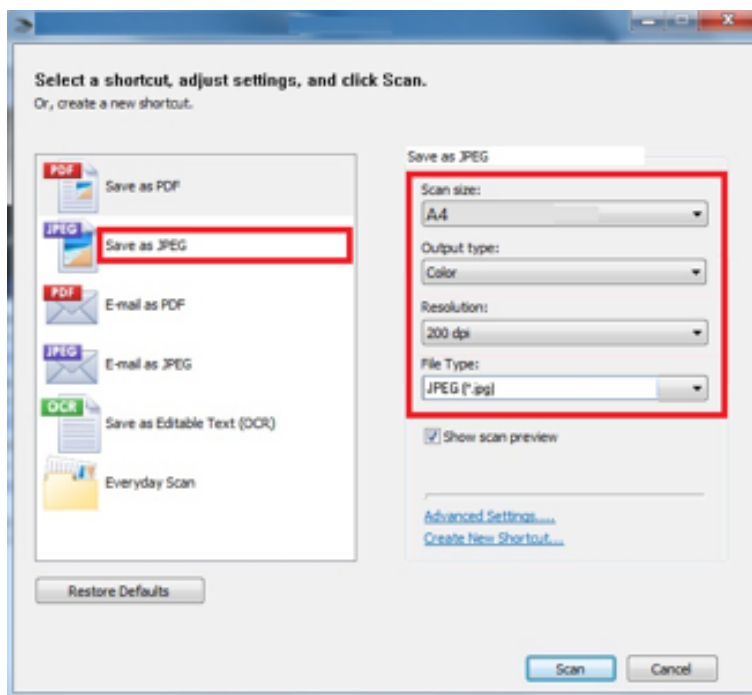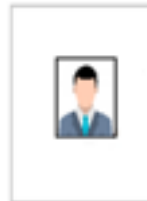
Checklist before uploading digital image of photo

    a. Photograph is in colour with white background.

    b. Your face is clearly visible.

    c. The size of image should be less than 80kb.

    d. Image is in .jpg/.jpeg format.

    e. Image is not blurred in the process of editing.

    f. Digital enhancement or other alterations or retouching are not permitted.

    g. Make sure your face takes up at least 70-80% of the frame.
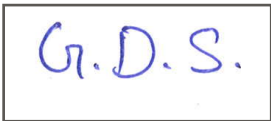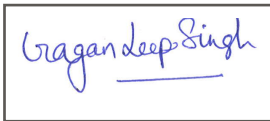
B. <u>SIGNATURE</u>

Digital image of your Signature can be made in two ways:
- Using a digital device to directly image (i.e. camera)
- Scanning the signature

I. PREPARING DIGITAL IMAGE OF SIGNATURE USING A DIGITAL DEVICE (CAMERA)

Clicking image of signature using a digital device:

    a. Draw a box of size 1.5 cm (height) x 3.5 cm (width). Use a black or dark blue ink pen to sign within this box.

    b. Click the signature within the box in bright light conditions using any digital device (preferably with > 5-megapixel resolution). Avoid using flash.

c. Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.

Editing digital image of the signature:
   a. Transfer the digital image to a computer/laptop.
   b. If required, use **auto-correct feature** of image editing software so that the signature is clear against a white background.
   c. **Crop** the image such that borders of box are reached.
   d. **Resize** the image to 20 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

II. SCANNING THE SIGNATURE:

   a. The signatures should be **done by the candidates only** as it may be checked any time frequently.
   b. Signature done on the blank white page without lines only will be accepted
   c. Take the white sheet and mark the box size of 3.5 x 1.5 cm (width x height)
   d. Sign inside the box with **blue/black pen**.
   e. If the Candidate's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the candidate will be disqualified.
   f. Set the scanner to 200 dpi
   g. The scanned image should be saved in .jpeg/.jpg format.
   h. Crop only box area.

i.   The size of image should be less than 80kb.

Draw a box and full signature in it

Scan

Preview scan to set scan area

Scan only BOX with signature not entire sheet
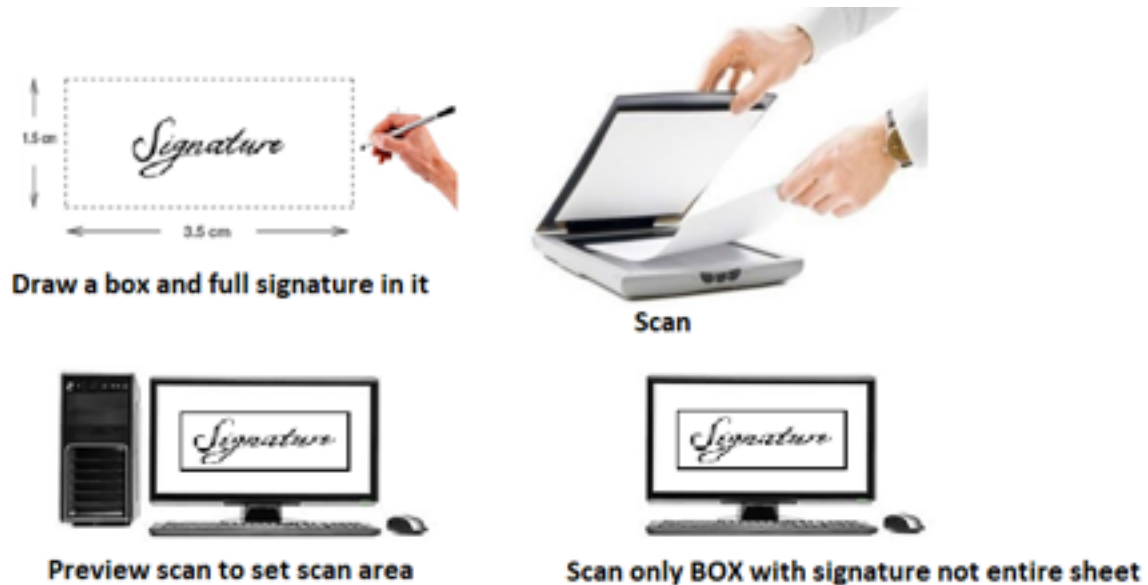
C. THUMB IMPRESSION

Instruction for preparing digital image of thumb print

Taking a thumb-print

a. Draw a box of 3.5 cm x 1.5 cm (width x height) on a white sheet of paper (you may draw more than 1 box to take multiple thumb print and select the best).

b. Use a fresh **blue/black colour ink pad.**

c. Practice on a sheet of paper to get the proper thumb-print especially the density or darkness of the colour. The impression of the print should be clear and readable; neither dark nor smudged or light.

d. Clean your hands and dry them before you begin (oil/dirt can obscure the prints)

e. Gently press your **LEFT THUMB** against the ink pad and take a horizontal print of your left thumb within the box. Do not press too much or wriggle as it may lead to smudging of print. Preferably take impressions of thumb in more than box.
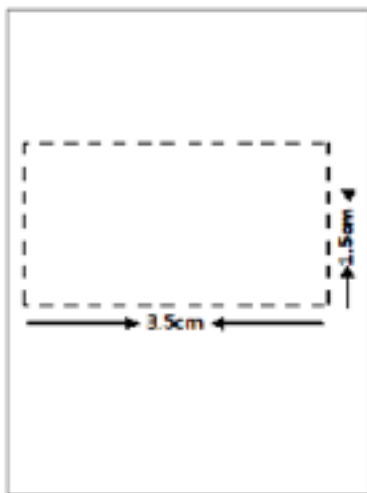
Draw a box of 1.5cm x 3.5cm
for Left thumb impresssion

Left thumb impression within the box

I. PREPARING DIGITAL IMAGE OF THUMB IMPRESSION USING A DIGITAL DEVICE (CAMERA)

Transfer thumb impression from camera to computer

Crop image
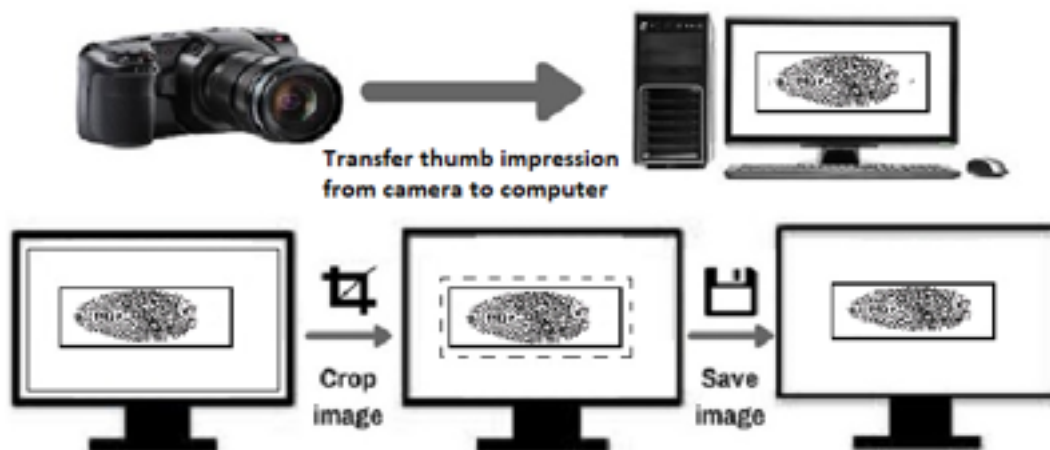
Save image

II.SCANNING THE THUMB IMPRESSION
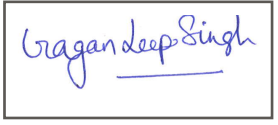
a. Set the scanner to 200 dpi.
b. Save the scanned image of thumb-print as .jpg/.jpeg format.
c. Crop only box area.
d. The size of image should be less than 80kb. Size of the image can be checked by right click on the image and then go to "Properties" link.
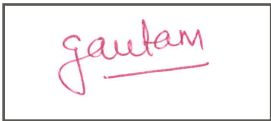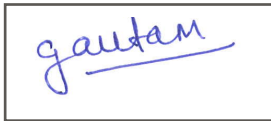

Scan

Preview scan to set scan area

Scan only BOX with signature not entire sheet
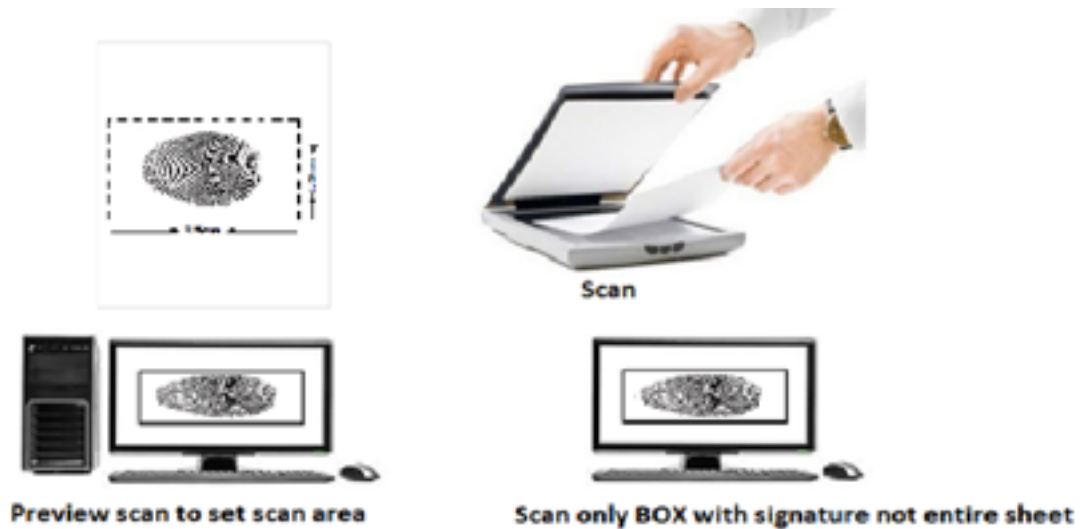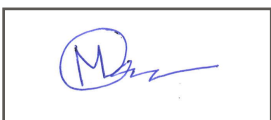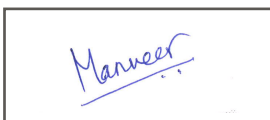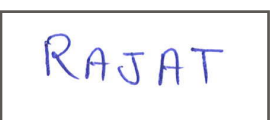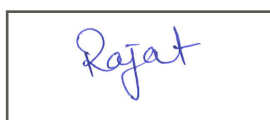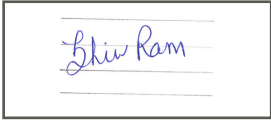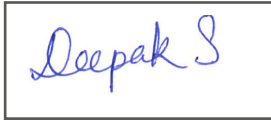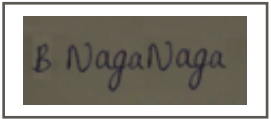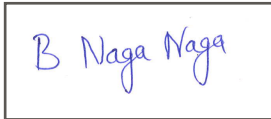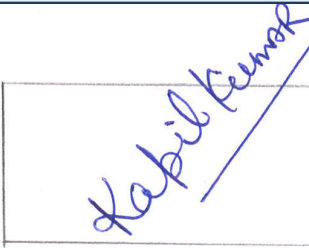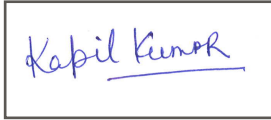
INSTRUCTIONS FOR ACCEPTABLE PHOTOGRAPHS		
Not Acceptable	**Reason for Rejection**	**Acceptable**
	Cropped image	
✖		✔
	Not looking straight into camera	
✖		✔
	Black & White Photographs	
✖		✔
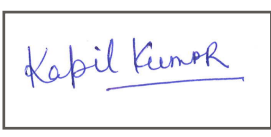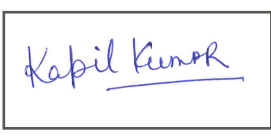
	Improper flash or improper lighting	
❌		✅
	Photo taken with mobile phone (including "selfies") resulting in distorted face	
❌		✅
	Distortion due to enlargement of an original smaller image	
❌		✅
	Improper Background or Sunglasses	

❌		✅
	Too much glare on spectacles	
❌		✅
	Spectacle rim over eyes	
❌		✅

INSTRUCTIONS FOR ACCEPTABLE SIGNATURES

Not Acceptable Signature	Reason for Rejection	Acceptable
	Signature not in rectangle box	
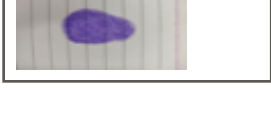
❌		✅
G.D.S.	**Signature not in full**	Gagandeep Singh
❌		✅
M__	**Initials are unacceptable**	Manveer
❌		✅
RAJAT	**Signature in Capital**	Rajat
❌		✅
Gagandeep Singh	**Signature is smaller in size. Instead of the box, entire page is scanned and uploaded.**	Gagandeep Singh
❌		✅

	Signature not in plain white background	
	Signature and thumb impression in same box	
	Signatures with dark background	
	Signature outside the rectangle	
	Signature in other than blue or black ink	

❌			✅
		Photograph uploaded in place of Signatures	
❌			✅
		Thumb Impression Uploaded in place of Signatures	
❌			✅

INSTRUCTIONS FOR ACCEPTABLE THUMB IMPRESSIONS		
Not Acceptable Signature	**Reason for Rejection**	**Acceptable**
	Thumb impression in other than blue or black ink	
❌		✅
	Thumb impression taken via mobille phone/camera with dark background	

❌		✅
	Incomplete thumb impression	
❌		✅
	Picture of thumb impression	
❌		✅
	Thumb impression uploaded is partly cropped / not scanned completely.	
❌		✅
	Thumb impression is not clear	
❌		✅
	Dry thumb impression	
❌		✅
	Thumb impression not in plain white background	

✗			✓
		Thumb Impression obscured by too much ink.	
✗			✓
		Thumb Impression is too small; upload full A4 size sheet instead of box alone	
✗			✓