Uploading of digital Images of Photograph, Signature and Thumb-print **is mandatory**. Read and follow the instructions given below to avoid inconvenience and rejection of application form due to uploading of **improper** digital images.

Prepare the digital images in advance to avoid delays/inconvenience while filling the online application form.

Instructions for photo upload:

Digital image of your photo can be made in two ways
   a. Clicking your photo using a digital device (camera etc)
   b. Scanning of already available photograph

Click a photo using a digital device
1. **Clicking your photo**
   a. Stand/sit against a **white background**.
   b. 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.
   c. Look straight into the camera (to avoid angulation of face).
   d. Ensure that your eyes and both ears are clearly visible on the photograph.
2. **Editing of digital photograph**
   a. **Transfer** the photograph from the digital device to a computer/laptop.
   b. **Crop** the photograph such that your head, shoulders are visible and occupy most of the image.
   c. **Resize** the image to 50 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

Transfer Photo to Computer /Laptop

Crop Image

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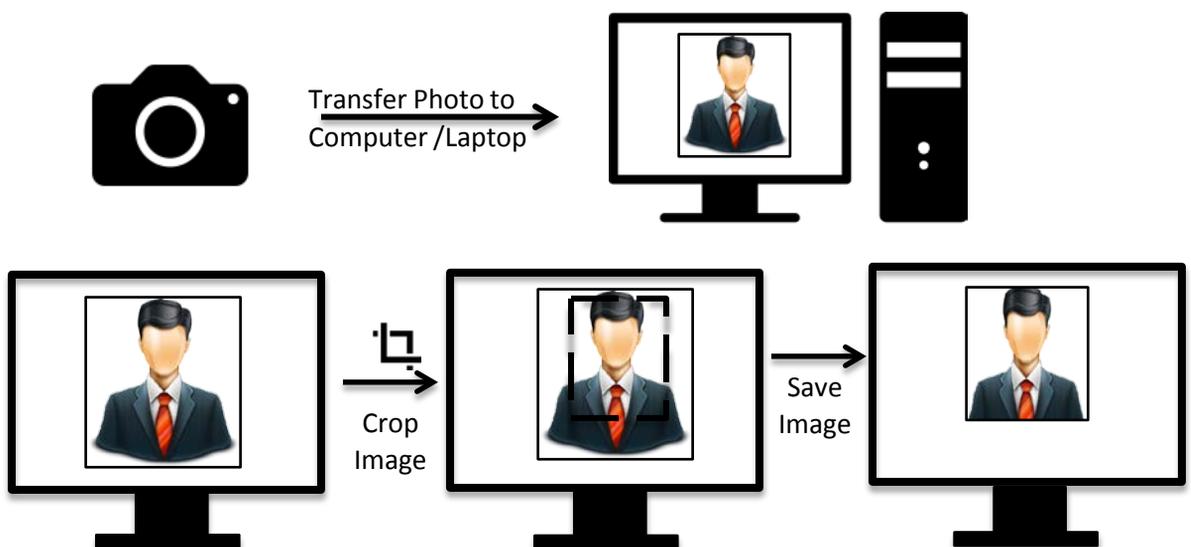
In case you already have a professionally clicked passport size colour photograph follow the following procedure to prepare scanned image of the same.

1. **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 (3.5 cm X 4.5 cm, width X height)
    c. The photograph is recent (within 6 months of online application).

2. **Scanning of passport size photograph**
    a. **Draw a Box** of 3.5 horizontal and 4.5 vertical size (3.5 cm x 4.5 cm) on a white sheet of paper using a pencil.
    b. Paste the photograph in the box drawn.
    c. Put the paper with photograph in the scanner and **scan only the box with photograph** (do not scan the whole sheet of white paper). **Set the scanning to 200 dpi** and scan the photograph. During scanning most software allows selection of the desired area for final scanning after initial preview & scan.
    d. **Save the scanned images** as jpg/jpeg/gif/png as "Photograph.jpg" or "Photograph.jpeg" or "Photograph.gif" or "Photograph.png"
    e. **Resize** the scanned image to 50 – 100 Kb. Use any image editing software to size the image. Maintain the aspect ratio (i.e. relationship of height vs width while resizing)

A4 Sheet

Draw Rectangle
3.5cms X 4.5cms

Stick
Photograph
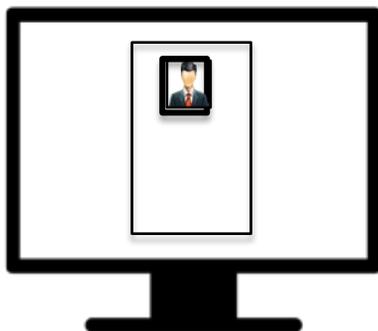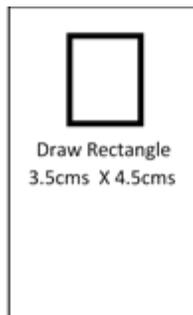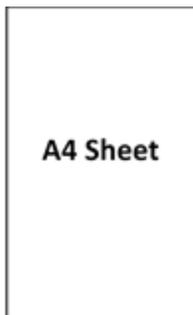
Scan

Preview Scan to set scan area
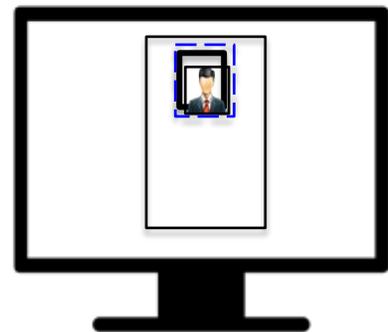
Scan only photograph NOT entire sheet

Checklist before uploading digital image of photo
1. Photograph is in colour with white background.
2. Your face is clearly visible.
3. Size of the image is between 50-100 kb.
4. Image is in .jpg/.jpeg/.gif/.png format.
5. Image is not blurred in the process of editing.

Instruction for preparing digital image of signature

Putting signature inside a box on a white sheet

1. Draw a box of 3 cm x 6 cm (width*height) on a white paper sheet with a pencil.
2. Take a thick tip black/blue ink pen (preferably fountain pen).
3. The person who will be appearing in the examination should sign within the drawn box (full signature).
4. Following kind of signatures are **NOT** acceptable:
   - Signature containing Initials only
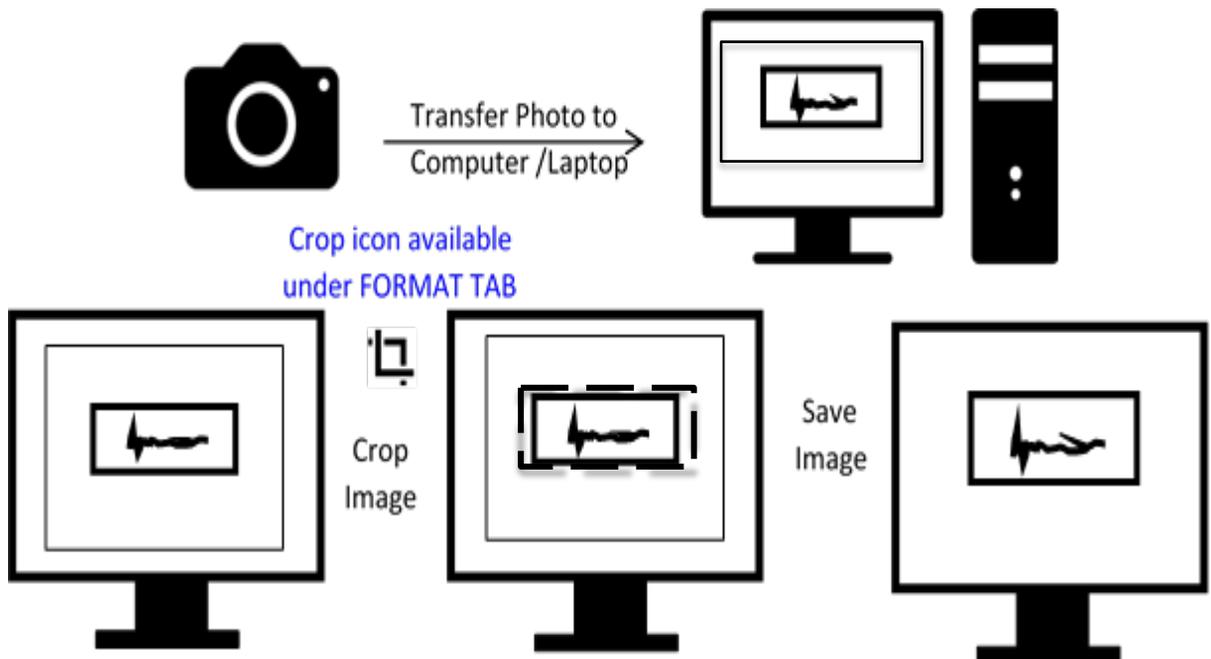   - Signature in CAPITAL LETTERS
   - Signature with overwriting

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

A. Preparing digital image of signature using a digital device (camera)
1. Clicking image of signature using a digital device.
   - a) Click the signature within the box in bright light conditions using any digital device (preferably with > 5 megapixel resolution). Avoid using flash.
   - b) Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.


Transfer Photo to Computer /Laptop

Crop icon available under FORMAT TAB

Crop Image

Save Image

2. **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 50 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

B. Scanning the signature

1. Set the scanner to 200 dpi and scan only the box with signature (DO NOT scan the whole sheet)
2. Save the scanned signature as .jpg/.jpeg/.gif/.png image.
3. Re-size the image to 50 to 100 Kb. Size of the image can be checked by right click on the image and then go to "Properties" link. (**Click here** to know how to resize a scanned image)

Scan

Preview Scan to set scan area

Scan only BOX with Signature NOT entire sheet
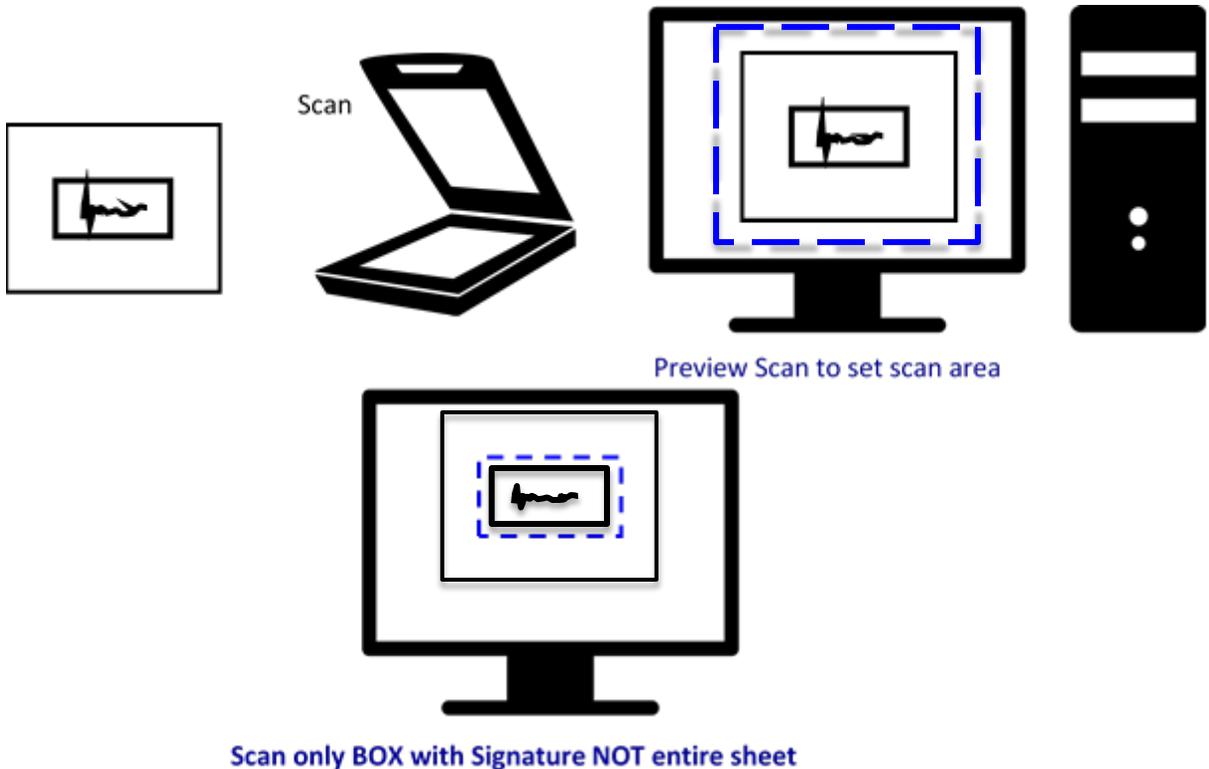
Checklist before uploading digital of signature

1. Signature is clear and without overwriting and against white background
2. Image size is between 50 to 100 Kb
3. Image is in .jpg/.jpeg/.gif/.png format.
4. Image is not blurred in the process of editing.

Instruction for preparing digital image of thumb print

Taking a thumb-print

1. Draw a box of 4 cm x 3 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).
2. Use a fresh blue/black colour ink pad.
3. 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.
4. Clean your hands and dry them before you begin (oil/dirt can obscure the prints)
5. 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.

Sheet of Paper wth Box size 4cm X 3cm

LEFT THUMB

LEFT THUMB IMPRESSION within the box

Preparing digital image of thumb-print using a digital device (camera/smart phone etc)

1. **Clicking image of thumb-print using a digital device.**
   a. Click the image in **bright light conditions** using any digital device (preferably with > 5-megapixel resolution). Avoid using flash.
   b. Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.
   c. Click the image and check that it is not blurred due to low light conditions or shaking of hands.

Transfer Photo to Computer /Laptop

Crop Image

Save Image
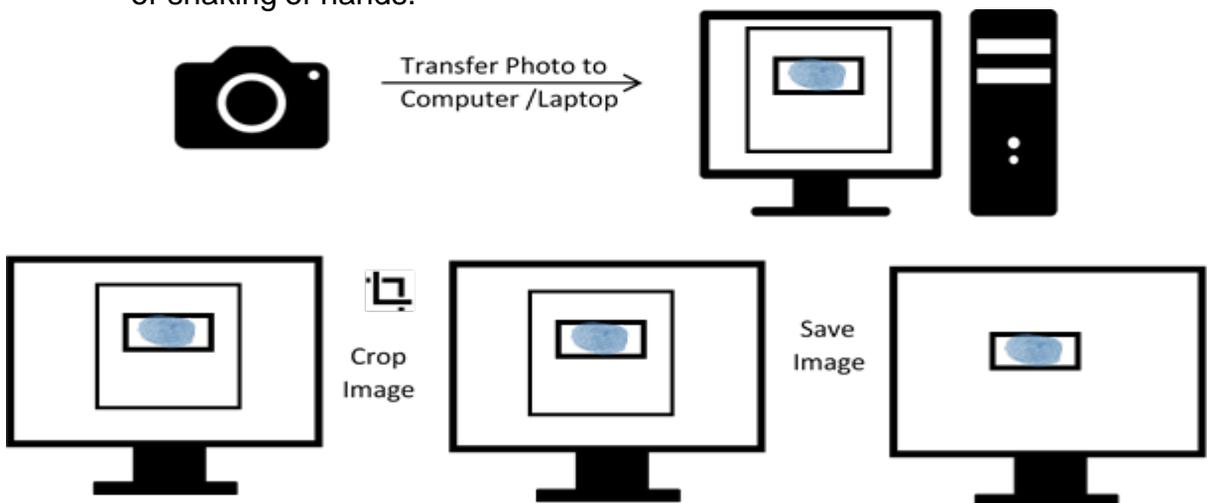
3. **Editing digital image of the thumb-print**
   a. Transfer the digital image to a computer/laptop.
   b. If required, use **auto-correct feature** of image editing software so that the signature is clear against a white background.
   c. **Crop** the image such that borders of box are reached.
   d. **Resize** the image to 50 – 100 Kb (maintain aspect ratio, i.e. height and width ratio to avoid distortion of image)

Preparing digital image of thumb-print using a scanner

1. Set the scanner to 200 dpi and scan only the box with signature (**DO NOT** scan the whole sheet)
2. Save the scanned image of thumb-print as .jpg/.jpeg/.gif/.png image.
3. Re-size the image to 50 to 100 Kb. Size of the image can be checked by right click on the image and then go to "Properties" link. (**Click here** to know how to resize a scanned image)

Scan

Preview Scan to set scan area

Scan only BOX with Thumb Impression NOT entire sheet
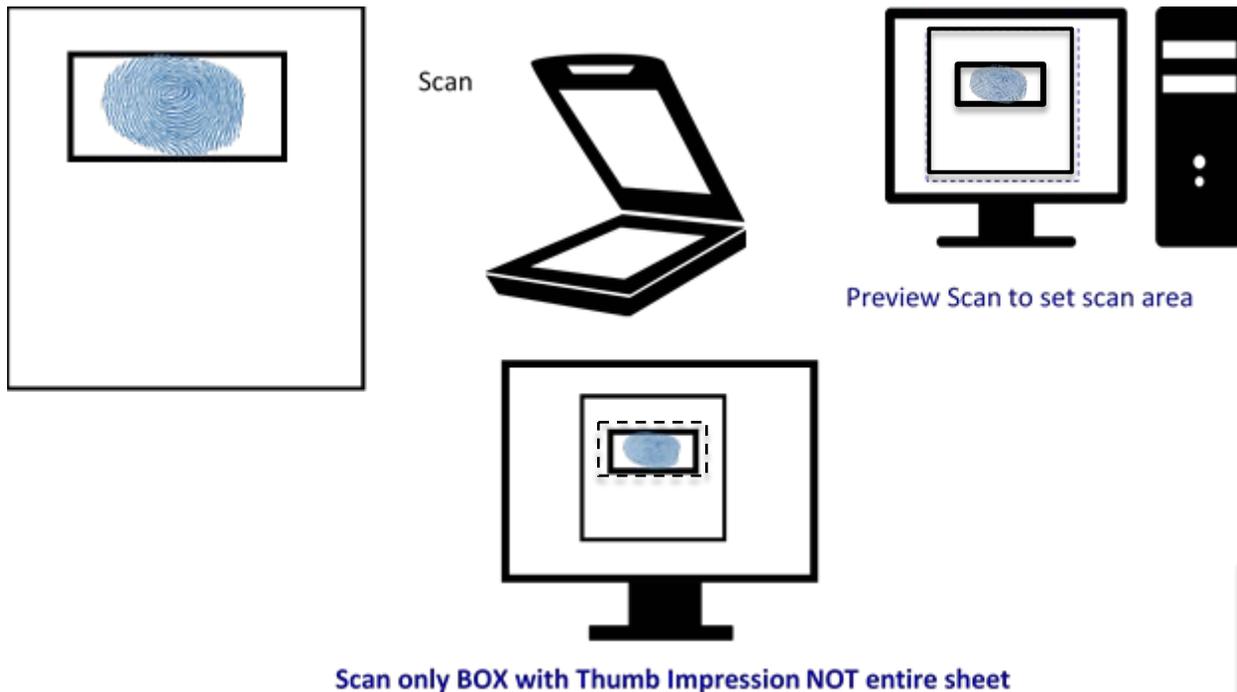
Checklist before uploading digital image of thumb-print

1. Thumb-print and lines are clearly visible against white background
2. Image size is between 50 to 100 Kb
3. Image is in .jpg/.jpeg/.gif/.png format.
4. Image is not blurred in the process of editing.