

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

Photograph Image:

- » Photograph must be a recent passport size coloured & front view picture.
- » 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.



Size of the file should be between 50kb.

- » 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.

Signature Image :

- » 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.



Size of the file should be between 20kb.

- » Ensure that the size of the scanned image is not more than 20kb.