

## **INSTRUCTIONS FOR UPLOADING PHOTOGRAPH / SIGNATURE:**

a. One (1) recent colour passport size photograph with light background is required.

Black & White / Polaroid photographs are not acceptable.

b. Photograph **MUST** be taken on or after 31.01.2017.

### **IMPORTANT**

a. The photograph must be taken with a placard while the placard is being held by the candidate indicating name of candidate and date of taking photograph. In case name and date are written on the photograph after taking it, the application will be rejected.

b. The name and date on the photograph should be legible.

### Example:



**NOTE :** Candidate must upload photograph and signature to correct specified fields.

Do not make any mistake in uploading signature and photograph.

- a) Candidate must have in softcopy/digital of **PASSPORT SIZE PHOTOGRAPH** (30mm width x 45mm Height) and save it as “**Candidate Photograph.jpg**” provided by photographer. Keep size of photograph minimum size 20KB, as the maximum size limit is 200KB.
- b) Candidate has to affix his/her **SIGNATURE** in an area of 80mm Width X 35mm Height on paper with a black ball point pen. Scan that paper. Cut Signature is of 80mm Width X 35mm Height and save it as “**Candidate Signature.jpg**”. Keep size of Signature minimum size 20KB, as the maximum size limit is 200 KB

## **INSTRUCTION FOR UPLOADING COMMUNITY/OPH CERTIFICATE (IF APPLICABLE)**

If a candidate belongs to **other than UR & P-UR category**, he/she should upload his/her caste/community certificate.

**If a candidate belongs to OPH/P-OPH category**, he /she should upload his/her disability certificate.

Candidate should scan the **Caste/Community/OPH certificate (whichever is applicable)** and save it as “**Community Certificate**”/ “**OPH certificate**” (whichever is applicable) as **JPEG/JPG/PDF format**. Keep size of Community/OPH Certificate within limit is 800 KB (Maximum size will be allowed for uploading the certificates)