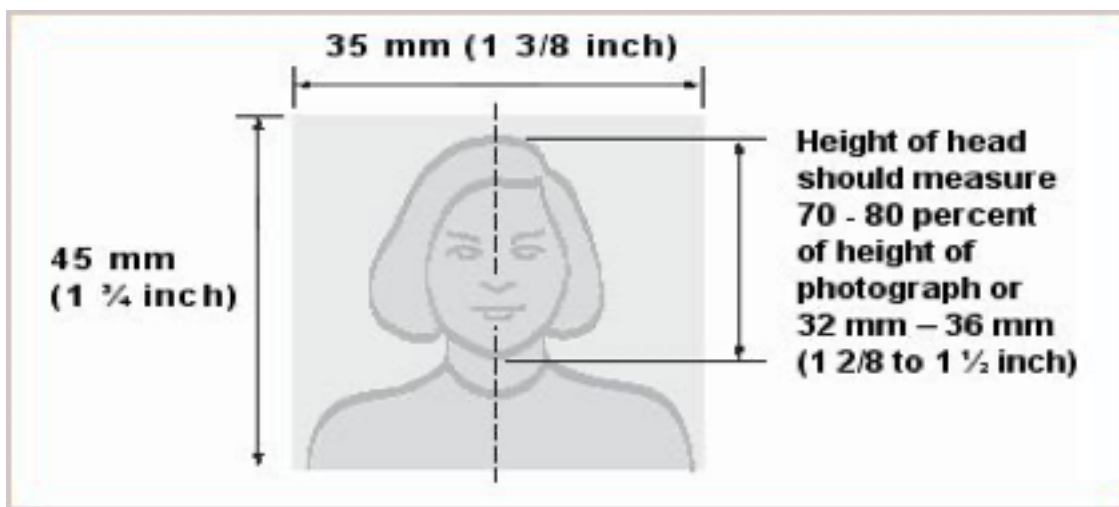


Please follow the below instruction for Photograph Uploads

## 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.

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

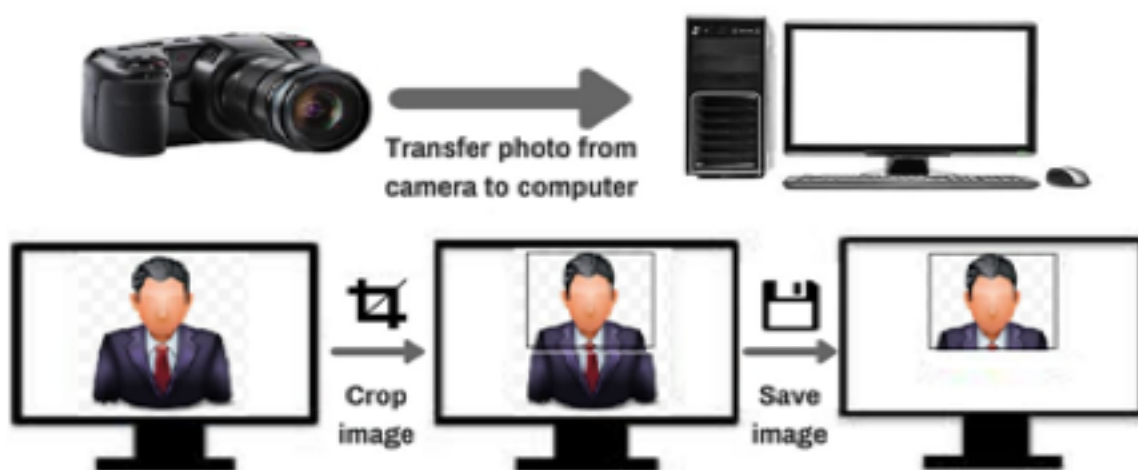
- Clicking a photograph through a digital camera
- By scanning the physical photograph.

### I. CLICKING YOUR PHOTO



- Stand/sit against a **white background** (Avoid distracting backgrounds)
- The image must not include other objects or additional people. Ensure that you are only one person in picture.
- 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.
- The image must not contain any parts of the body below the entrant's shoulders.
- 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.
- 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:



- 
- 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.

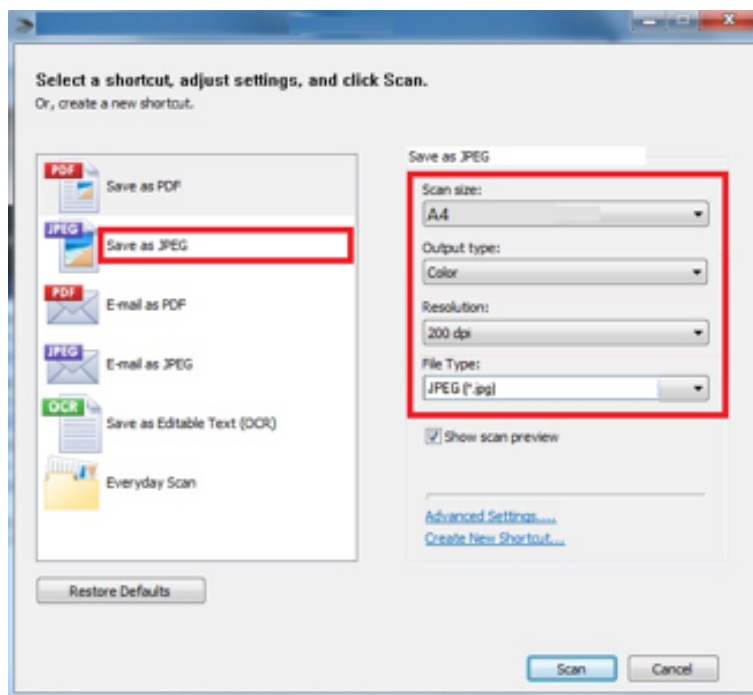
### **Before you scan the photograph ensure that**

- 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.















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## 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.

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	

			
	<p>Too much glare on spectacles</p>		
			
	<p>Spectacle rim over eyes</p>		
			