
Please follow the instructions given below for Signature Uploads.

B. SIGNATURE

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.

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



Editing digital image of the signature:

- Transfer the digital image to a computer/laptop.
- If required, use **auto-correct feature** of image editing software so that the signature is clear against a white background.
- Crop** the image such that borders of box are reached.
- 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:

- The signatures should be **done by the candidates only** as it may be checked any time frequently.
- Signature done on the blank white page without lines only will be accepted
- Take the white sheet and mark the box size of 3.5 x 1.5 cm (width x height)
- Sign inside the box with **blue/black pen**.
- 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.
- Set the scanner to 200 dpi
- The scanned image should be saved in .jpeg/ .jpg format.
- Crop only box area.

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- 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

INSTRUCTIONS FOR ACCEPTABLE SIGNATURES

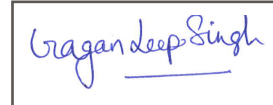
**Not Acceptable
Signature**













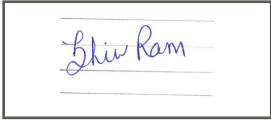




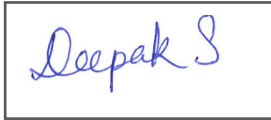


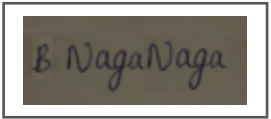
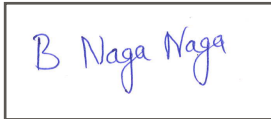


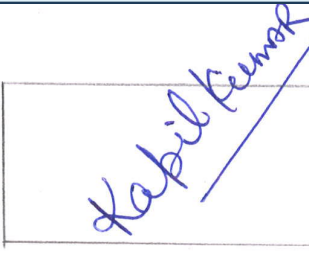
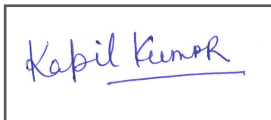


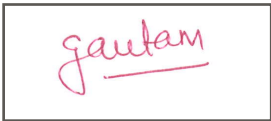
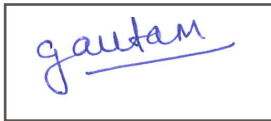
**Reason for
Rejection**




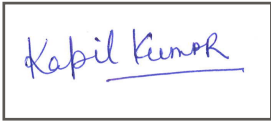



**Signature not in
rectangle box**

Acceptable



<div>   </div>		
<div>G.D.S.</div>	Signature not in full	<div>Gagandeep Singh</div>
<div>   </div>		
<div>M</div>	Initials are unacceptable	<div>Manveer</div>
<div>   </div>		
<div>RAJAT</div>	Signature in Capital	<div>Rajat</div>
<div>   </div>		
<div>Gagandeep Singh</div>	Signature is smaller in size. Instead of the box, entire page is scanned and uploaded.	<div>Gagandeep Singh</div>
<div>   </div>		

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

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