

Photo and Signature

Candidates will have to be aware that the uploading of scanned images of photograph and signature must be done by visiting the main website of the governing authority. In other words, the process of submission of Application Form has to be completed via online mode only. Now, the uploading of the images seems like a small process which has to be completed in Application Form but in reality, it is a noteworthy step because if the images of the photograph and signature is not uploaded maintaining the prescribed format, the application form has a risk to get rejected.

How to upload images of Photo and Signature?

Candidates need to follow certain steps in order to upload the images of Photo and Signature in Application Form.

The steps for the same are given below:

Step 1: As a first step, Candidates will have to first fill the Application Form.

Step 2: Enter the asked personal details, communication details, academic qualification details.

Step 3: After entering all the asked details, candidates will be required to upload the scanned images of photograph and signature. Candidates must note they should be uploaded keeping up with the prescribed format.

Step 4: The next step will be to pay the Application Fee using Credit Card / Debit Card / Net Banking.

Specifications to upload Photo and Signature in Application Form Candidates can refer to the table given below to know about the format in which they have to upload the images in Application Form.

Images to Upload	Format	File Size	Dimensions
Photograph	JPG, JPEG	10 KB to 200 KB	3.5cm X 4.5cm
Signature	JPG, JPEG	4 KB to 30 KB	3.5cm X 1.5cm
Caste Certificate	JPG, JPEG	300 KB to 1000 KB	
UG Degree Certificate	JPG, JPEG	300 KB to 1000 KB	
Age Proof Certificate	JPG, JPEG	300 KB to 1000 KB	

Important Instruction to follow while uploading Photo and Signature in the Application Form

Candidates are required to follow rules and regulations in order to upload the images of photo and signature in the Application Form. Candidates must ensure that they upload the images in the above prescribed format only because if any candidate fails to do so, his / her application form will get rejected. Now, there are some instructions which candidates have to follow while uploading the images.

Candidates can check the information given below for the same:

- The images which candidates upload should be recently taken and must be up to date.
- The scanned images must be uploaded at the time of submission of Application Form and not separately or at any other point of time.
- Candidates must ensure that the image which they are uploading should be without goggles. However, spectacles are allowed.
- Candidates must keep in mind that polaroid images will not be accepted.

How to upload image of Signature in Application Form?

There are certain steps to upload the image of signature in a particular format which should be uploaded keeping in mind certain things.

Candidates can refer to the information provided below for the same:

- Candidates must take a note that the image of the signature should also be in jpg / jpeg format.
- They should also keep in mind that the image of the signature should be in running hand. It is advised to students that they must not sign in Capital Letters
- Last thing which candidates have to keep in mind is that signature done by overwriting will not be accepted.