Photo Guideline and Procedure for Uploading photograph :

For applying online, the candidate must have a scanned/digital image of your photograph. The Specification of photograph image should be as follows (to be strictly followed):

- Photograph must be in colour with a light colour background, white is preferable. It must be taken in a professional studio. Photo taken by mobile phone/tab is not accepted.

- Photograph should be in passport format. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.

- The face of the candidate should be straight and at the centre.

- Photo, wearing caps and dark glasses will be rejected.

- Scanned image file should be in **jpg (jpeg) format** only.

- Dimensions of the photograph **150 pixels width** and **200 pixels height**.

- Size of the image file should be **between 15 kb and 30 kb**.

- Candidate's **name and date of photo taken should be printed** at the bottom portion of the photograph with black letter and white background.

Sample Photograph in Acceptable Format

Remember :

1. If the face in the photograph is not clear or the image is not as per the above guideline, your application is liable to be rejected.

2. A printed copy of the uploaded photo should be affixed on the specified place in the printout of the application and get it duly attested by a gazetted officer/head of institution where the candidate has last studied.

3. The uploaded photo and photo affixed on the printout of application should be identical. Otherwise application is likely to be rejected.

In future, your Admit Card, Data Sheet and Allotment Memo will be printed with the photograph you have submitted through this stage. Moreover, in examination hall, the Invigilator has to verify the same photograph for identifying a candidate. So ensure to follow the photo guideline.

Procedure for Uploading the Photograph :

Screen shot of Uploading of photograph

The facility of uploading your photo is available during the first time login. Click on **'Browse'** or **'Choose File'** and Select the location where the scanned photograph file has been saved. Select the digital photo file by clicking on it and then click the 'Upload' button. If the described specifications are met, the selected photograph will be uploaded to the application portal.