Instructions for Uploading Photographs and Signature :

- **Candidates have to scan images of their photograph and signature in .JPG format, Size of Photograph should be between 10 to 20 KB and Size of Signature should be between 1-10 KB.**
- **Candidates using MSWindow/MSOffice can obtain photo and signature in .JPG format as per size mentioned above by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature (scan at 200 dpi) in any format can be saved in jpg format by using 'Save As' option in the File menu and size can be reduced accordingly by using crop and then resize option (resize 110 pixels width x**
- **The candidate should scan his signature, which has been put on white paper with Black Ink pen.**