Photo and Signature Scan & Upload Process

Guidelines for Scanning the Photograph & Signature:

Before applying online, applicant will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below. Your online application will not be registered unless you upload your photo and signature as specified. On uploading your photo and signature as specified, your online application will be provisionally registered.

Note:

a) In case the face in the photograph or signature is unclear, the application may be rejected.

b) In case the photograph or signature is unclear, the applicant may re-upload his photograph or signature by consulting the approval authority (allowed only till before completion of scrutiny process by the concerned authorities).

Scanning the Photograph & Signature:

1. Pixcel resolution of digital camera or web camera - minimum 118 ppcm (300 ppi) / Scan resolution for scanning minimum approximately 118 dpcm (300 dpi)
2. Set Color to True Color, File Size as specified below
3. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified below).
4. The image file should be JPG format. An example file name is: image01.jpg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpg format not exceeding 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 20KB (photograph) & 20KB (signature) by using crop and then resize option [Please see below for the pixel size] in the 'Image' menu. Similar options are available in other photo editors also.

Procedure for Uploading the Photograph and Signature:

1. While filling in the Online Application Form the applicant will be provided with a link to upload his photograph and signature.
2. Click on the respective link "Upload Photograph / Signature"
3. After confirming the personnel details displayed
4. By clicking "choose file", Browse & Select the location where the Scanned Photo / Signature file has been saved. Select the file by clicking on it.
5. Click the 'Upload files' button for uploading photo, signature & view on server.
6. After verification of photo and signature, Click "Save photo & signature image files" to complete the upload process & click "Next" to proceed further stages

If the file size and format are not as prescribed, an error message will be displayed.

	Specifications of Photograph Image :
1	Photograph must be a recent (within 6 months) passport size colour picture.
2	The picture should be in colour, against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face
3	If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
4	Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
5	Dimensions - Width 35mm/1.4 inches (minimum of 420 pixels) & Height 45mm/1.75 inches_ (minimum of 525 pixels) - 420 x 525 pixels (preferred).
6	Size of file should be between 10kb - 20kb.
7	Ensure that the size of the scanned image is not more than 20KB. If the size of the file is more than 20 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
8	For detailed specifications see Page No: 13 of Face Image Data Standard **https://egovstandards.gov.in/beta/sites/default/files/Face_Image_Data_Standards_Ver1.0.pdf**
	Specifications of Signature Image:
1	The applicant has to sign on white paper with Black pen.
2	The signature must be signed only by the applicant and not by any other person.
3	Dimensions - Width 256 pixels x Height 64 pixels i.e. Width 1.4" /35cm X Height 0.44"/1.06cm (preferred).
4	Size of file should be between 10kb – 20kb.
5	Ensure that the size of the scanned image is not more than 20KB.
6	For illiterate applicants - Right hand thumb impression in case of female applicant and left hand thumb impression in case of male applicant
7	For detailed specifications see Page No:93 of MDDS-Demographic Data Standard. **https://egovstandards.gov.in/sites/default/files/MDDS_Demographic_Ver1.1.pdf**