



# **Guidelines for taking Photo, Digital Signature and Thumb impression**












## 1. Photograph Requirements :

Please pay attention to upload good quality photograph. Poor quality of the photograph submitted will lead to rejection of your application, without any refund of the application fee.

1. The photograph must be in colour and must be taken in a professional studio. Photograph taken using a mobile phone and other self-composed portraits are NOT acceptable.
2. The photograph must be taken in a white or a very light background.
3. The photograph must have been taken after 1st July 2014.
4. In the photograph, the face should occupy about 50% of the area, and with a full-face view looking into the camera directly.
5. The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
6. If you normally wear spectacles, glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses for the photo shoot.
7. You must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
8. Ask your photo studio to provide the image in a **JPEG** format and also on a standard 4.5 cm × 3.5 cm print.
9. The file size should be of between 20KB and 30KB.
10. Maximum pixel resolution for JPEG: 640 × 480 (0.3 Mega pixel)  
(Ask your studio to reduce it to this resolution if it is higher).
11. Minimum pixel resolution for JPEG: 320 × 240.
12. For your own benefit it may be prudent not to intentionally change your facial features or hair style as in the photograph until the day of the exam.

## Sample Photographs

Not Acceptable Photograph	Reason for Rejection	Acceptable
	<p>Photo taken with mobile phone; Distorted face</p>	
	<p>Blue background</p>	
	<p>Facial area is less than 50% of total</p>	
	<p>Not looking straight into camera</p>	
	<p>Cloth covering facial features</p>	

Not Acceptable Photograph	Reason for Rejection	Acceptable
	<p><b>Shadow on face</b></p>	
	<p><b>Improper flash or Improper lighting</b></p>	
	<p><b>Too much glare on spectacles</b></p>	
	<p><b>Dark/Tinted Spectacles or Sunglasses</b></p>	
	<p><b>Poor Digital Resolution (100x75)</b></p>	



## 2. Signature Specifications

1. Please draw a rectangular box of size 2.5 cm × 6 cm on an A4 white paper. Put your signature with black or dark blue ink pen within this box.
2. Get the signature digitally image scanned by a professional using a scanner, and get the image cropped to the box by the professional. Only **JPEG** image formats will be accepted.
3. The file size should be of between 10KB and 20KB
4. The maximum pixel resolution for the image is 800 × 300.
5. The minimum pixel resolution for the image is 400 × 150.
6. Photographs of the signatures taken using mobile phone are not acceptable, and can result in disqualification of the application without any refund of the fee.

### **MODEL DIGITAL SIGNATURE:**

**Model image of the digital signature after scanning.**



### **3. Thumb Impression :**

1. Please draw a rectangular box of size 2.5 cm × 6 cm on an A4 white paper. Place your left thumb impression within this box.
2. If the person is having only right hand, then such candidates can send the right thumb impression.
3. Scan the paper using a scanner, and get the image cropped to the box by the professional. Only **JPEG** image formats will be accepted.
4. The file size should be of between 10KB and 20KB.

#### **Model image for thumb impression:**

