



IMAGE UPLOAD INSTRUCTIONS

HOW TO TAKE AN ACCEPTABLE PHOTOGRAPH?

- a. Stand/sit against a WHITE BACKGROUND (Avoid distracting backgrounds).
- b. The image MUST NOT INCLUDE OTHER OBJECTS OR ADDITIONAL PEOPLE. Ensure that you are only one person in picture.
- c. The image must contain the FULL FACE, EARS, NECK, AND SHOULDERS of the entrant in frontal view with a NEUTRAL, NON-SMILING EXPRESSION and with eyes open and directed at the camera.
- d. The image must not contain any parts of the body below the entrant's shoulders.
- e. Click COLOUR PHOTOGRAPH IN BRIGHT LIGHT using any digital device preferably with > 5-megapixel resolution). **Avoid using flash** as it tends to create a shadow on the white background.
- f. AVOID SELFIE; ask someone else to take the picture for you. They might also help to direct you a bit, like telling you to straight your head or tuck your hair behind your ears.

HOW TO SUBMIT AN ACCEPTABLE SIGNATURE?

- a. The signature SHOULD BE DONE BY THE CANDIDATE ONLY.
- b. INITIALS TO BE AVOIDED. Signatures in CAPITALS (UPPER CASE letters) to be avoided.
- c. Signature done on the BLANK WHITE PAGE WITHOUT LINES ONLY will be accepted.
- d. Take the white sheet and MARK THE BOX SIZE OF 3.5 X 1.5 CM (WIDTH X HEIGHT)

- e. Sign inside the box with **BLUE/BLACK PEN**.
- f. **EITHER SCAN THE SIGNATURES OR CLICK A PHOTOGRAPH OF IT.**
 - i. Set the scanner to 200 dpi g. The scanned image should be saved in .jpeg/.jpg format. h. **Crop only box area.**
 - ii. **CLICK THE SIGNATURE WITHIN THE BOX IN BRIGHT LIGHT CONDITIONS** using any digital device (preferably with > 5-megapixel resolution). Avoid using flash. Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.

HOW TO SUBMIT AN ACCEPTABLE THUMB IMPRESSION?

- a. The impression **SHOULD BE OF THE CANDIDATE'S LEFT THUMB ONLY.**
- b. Impression to be taken on the **BLANK WHITE PAGE WITHOUT LINES.**
- c. Take the white sheet and **MARK THE BOX SIZE OF 3.5 X 1.5 CM (WIDTH X HEIGHT)**
- d. Press your LEFT thumb lightly on to the **BLUE/BLACK ink pad. Roll your thumb** on the white paper from one side to the other with gentle pressure. (**Do not press it hard on paper.**)
- e. **CHECK THAT YOUR FINGER PRINTS ARE CLEARLY VISIBLE** on the white sheet.
- f. **EITHER SCAN THE IMPRESSION OR CLICK A PHOTOGRAPH OF IT.**
 - i. Set the scanner to 200 dpi g. The scanned image should be saved in .jpeg/.jpg format. h. **Crop only box area.**
 - ii. **CLICK THE IMPRESSION WITHIN THE BOX IN BRIGHT LIGHT CONDITIONS** using any digital device (preferably with > 5-megapixel resolution). Avoid using flash. Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.
