

# Guidelines for Scanning the Photograph, Signature, Certificate / Document

## (i) Photograph :

1. Photograph must be a recent passport size coloured photograph preferably with white background.
2. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
3. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

**Size of file should be between 20 KB - 40 KB and only in JPG/JPEG format.**

Ensure that the size of the scanned image is not more than 40 KB. If the size of the file is more than 40 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

## (ii) Signature :

1. The candidate has to sign on white paper with **BLUE / BLACK INK PEN** .
2. The signature must be signed only by the candidate and not by any other person.
3. Candidates must ensure that the signatures are identical throughout the Recruitment process at all stages and/or places.
4. If any variation is found between the signatures, the candidature is liable to be cancelled.
5. Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place.
6. **Size of file should be between 10 KB - 20 KB and only in JPG/JPEG format.**

## (iii) Certificate / Document for Relaxation of Application Fee :

1. Candidate has to scan and upload the Certificate / Document for Relaxation of Application Fee (in case of SC/ ST/PWD(PH)).

**There will be no exception of fees in case of OBC and Ex-serviceman but the candidate has to upload the relevant Certificates online**

The candidate uploading the Certificate / Document for relaxation of Application Fee must ensure that the Certificate / Document is of Single File only. If this Certificate / Document is not uploaded, the candidature would be rejected. Original Certificate / Document will, however, be scrutinized/ verified at the time of Document Verification.

2. The Certificate / Document to be attached should be amongst the list as given below :

- A.) Actual Age as on the date of application (give self-attested supporting document)
- B.) Whether belongs to SC/ST/OBC (give self-attested supporting document)
- C.) Whether Physically Handicapped – PWD (PH) (give self-attested supporting document)
- D.) Have you any knowledge in Computer Operation/Typing (give self-attested supporting document)
- E.) Do you know ordinary Type-writing (give self-attested supporting document)
- F.) Do you know Shorthand (English/Bengali) (give self-attested supporting document)
- G.) Other Qualification, if any (give self-attested supporting document)
- H.) Ex-serviceman Certificate (Annexure-D / Annexure-E), if applicable(give self-attested supporting document)
- I.) Meritorious sports person (give self-attested supporting document)
- J.) EC Category (give self-attested supporting document)
- K.) Educational Qualification (give self-attested supporting document)
- L.) Government Photo ID Proof (give self-attested supporting document)

**3. Size of file should be between 60kb-200kb and to be uploaded as a single file and in pdf format only.**

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

**Procedure for Uploading the Photograph, Signature, Certificate / Document**

A.) Separate links have been given for uploading the Photograph, Signature, Certificate / Document for relaxation of Application Fee.

B.) Browse and select the location where the Scanned Photograph, Signature, Certificate / Document file (JPG/JPEG) has been saved.

C.) Select the file by clicking on it.

D.) Click the 'Upload' button.

**Your Online Application will not be registered unless you upload your Photograph and Signature as specified and Certificate / Document (if applicable).**

**Note: In case the Photograph, Signature, Certificate / Document is not clear / visible, then candidate's application may be rejected.**

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