

GUIDELINES FOR SCANNING UPLOADING PHOTOGRAPH, SIGNATURE & DOCUMENTS:

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature and documents as per the specifications given below.

1.0 PHOTOGRAPH IMAGE:

- 1.1 Photograph must be a recent passport style colour picture.
- 1.2 Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- 1.3 Look straight at the camera with a relaxed face.
- 1.4 If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- 1.5 Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- 1.6 Dimensions 200 x 230 pixels (preferred).
- 1.7 Size of file should be between 20kb - 50 kb.
- 1.8 Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

2.0 SIGNATURE IMAGE :

- 2.1 The applicant has to sign on white paper with Dark Blue or Black Ink pen.
- 2.2 The signature must be signed only by the applicant and not by any other person.
- 2.3 The signature will be used to put on the Call Letter and wherever necessary.
- 2.4 If the Applicant's signature at the time of the selection, does not match the signature on the Call Letter, the applicant will be disqualified.
- 2.5 Dimensions 140 x 60 pixels (preferred).
- 2.6 Size of file should be between 20kb - 50 kb.
- 2.7 Ensure that the size of the scanned image is not more than 50KB.

3.0 SCANNING THE PHOTOGRAPH & SIGNATURE :

- 3.1 Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- 3.2 Set Color to True Color
- 3.3 File Size as specified above
- 3.4 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 above).
- 3.5 The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

4.0 Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB respectively by using MS Paint or MsOffice 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 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see

point (i) & (ii) above for the pixel size) in the Image menu. Similar options are available in other photo editor also.

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

5.0 PROCEDURE FOR UPLOADING THE PHOTOGRAPH & SIGNATURE

- 5.1 There will be two separate links for uploading Photograph & Signature
- 5.2 Click on the respective link "Upload Photograph / Signature"
- 5.3 Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- 5.4 Select the file by clicking on it
- 5.5 Click the 'Upload' button.

6.0 IMPORTANT GUIDELINES FOR UPLOADING DOCUMENTS.

- 6.1 Candidates are requested to ensure that **only legible self-attested documents** are uploaded. Also they are requested to ensure through "view document" option that the documents that they have uploaded are legible for e-verification.
- 6.2 Where ever multiple documents (i.e. Mark sheet or certificates) need to be uploaded, all documents are to be arranged in chronological order in a single pdf. file and to be uploaded. Any attempt to upload multiple pdf. files will result in over writing and only the last uploaded file will get saved.
- 6.3 No physical mode of submission of application and/or required documents in support of their candidature would be entertained.
- 6.4 Candidates are requested to scan and upload the self-attested copies of following documents /certificates.

Sl. No.	Documents	File type	File size not exceeding
1	High quality recent Passport size Colour photograph (3.5 cm Width × 4.5 cm Height, taken after 01/02/2022 in a professional studio).	JPEG	50 KB
2	Good quality image of candidate's signature (in dark Blue or Black ink)	JPEG	50 KB
3	Proof of Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark Sheet).	PDF or JPG	250 KB
4	Copy of AADHAR Card	PDF or JPG	250 KB
5	Proof for possessing notified Qualifications Provisional Certificate [or] Degree / Post Graduate Degree Certificate(s)	PDF(kindly refer para 6.2 before uploading)	2.5 MB
6	Consolidated or Semester wise Mark Sheet(s) in chronological order		2.5 MB
7	Copy of Membership of the Institute of Company Secretaries of India. (Applicable for Secretarial Professionals only).	PDF or JPG	250KB

Sl. No.	Documents	File type	File size not exceeding
8	Copy of Experience Certificate(s), from the present / previous employer(s) in support of notified post qualification work experience. (In Chronological order). Candidates have to upload documentary proof in support of their experience in the required "Area of post qualification work experience" as prescribed at para 1.0 (f) of detailed advertisement, to establish their eligibility for the post.	PDF or JPG	2.5 MB
9	Candidates from private sector, have to upload documentary proof in support of their last drawn CTC (Copy of Pay Slips/Pay Certificates issued by Competent Authority in Company's letterhead / Income Tax returns) to establish their eligibility for the post as prescribed at para 2.4 of detailed advertisement..	PDF (kindly refer para 6.2 before uploading)	2.5 MB
10	Copy of latest Pay Slip or Pay certificate.	PDF or JPG	250 KB
11	Proof for having minimum Two years' experience in the immediate Lower Pay Scale for candidates from State PSEs / Central PSEs / Government / Quasi Government and for the post of Deputy Manager (Secretarial), proof for having minimum one-year experience in the immediate lower scale of pay. [One year for internal candidates for all posts].	PDF or JPG	250 KB
12	Copy of Community Certificate in case of candidates belonging to SC/ST/OBC(NCL)/EWS categories.	PDF or JPG	250 KB
13	Copy of Disability Certificate in case of PwBD candidates.	PDF or JPG	250 KB
14	Proof for Ex-Servicemen in case of Ex-Servicemen only	PDF or JPG	250 KB
15	Other documents 'if any' in support of their credentials	PDF or JPG	250 KB