

- b. The LTI must be given only by the applicant and not by any other person.
- c. The LTI will be used to put on the Hall Ticket, attendance sheet and wherever necessary.
- d. If the Applicant's LTI on the answer script, at the time of the examination, does not match the LTI on the Hall Ticket, the applicant will be disqualified.
- e. Dimensions 3.5 cm x 1.5cm (preferred)
- f. Size of file should be between (10KB – 50KB)
- g. Ensure that the size of the scanned image is not more than 50KB

Scanning the photograph, signature & Thumb Impression

- a. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
 - b. Set Color to True Color
 - c. File Size as specified above
 - d. 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).
 - e. 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.
- Candidates using MS Windows/MsOffice can easily obtain photo, signature and LTI in .jpeg format not exceeding 100KB & 50KB (for signature & LTI) 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 100KB(photograph) & 50KB(signature <I) by using crop and then resize the image.
 - If the file size and format are not as prescribed, an error message will be displayed.
 - While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- a. There will be three separate links for uploading Photograph, Signature and Left Thumb Impression
- b. Click on the respective link "Upload Photograph / Signature/LTI"
- c. Browse and Select the location where the Scanned Photograph / Signature/LTI file has been saved.
- d. Select the file by clicking on it

