BABA RAGHAV DAS MEDICAL COLLEGE



INSTRUCTIONS FOR UPLOADING THE **PHOTO & SIGNATURE**

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Candidates are advised to carefully read and follow the instructions given below while uploading their **Photograph** and **Signature** in the Application Form.

1. Upload of Latest Passport Size Photograph

a. Upload a photo named photo in jpg format with a file size between 5KB and 100KB.
b. Ensure the photo is clear, recent, and shows your full face.

NOTE: To upload photo, you must ensure that the photo has 3/4th face coverage. This means that the face must cover at least 75% of the area in the photo. Below are some sample photos — some with proper 3/4th face coverage and some without. You must crop or take your photo in the same manner to ensure it meets the required face coverage before uploading. You must also ensure that the photo is of good quality and that they are looking directly at the camera, keeping the alignment of the face proper, straight with both ear lobes visible.

Sample photos with acceptance status

Sample Photo	Accepted / Rejected Status	Reason for Rejection (if status is rejected)
		Rejected because face coverage is less than 3/4th of the photo
		Rejected because face coverage is less than 3/4th of the photo

	✓ ACCEPTED	
	✕ REJECTED	Rejected due to incorrect face alignment; the face should be looking directly at the camera
	✕ REJECTED	Rejected because face coverage is less than 3/4th of the photo and photo is blurred
	✕ REJECTED	Rejected because the face is misaligned
	✕ REJECTED	Rejected because face coverage is less than 3/4th of the photo (photo is too small)
	✕ REJECTED	Rejected because face is too close to the camera, out of frame and ear lobes not visible

	✓ ACCEPTED	

DOs and DON'Ts concerning Photograph to be uploaded on portal

Dos	Don'ts
• Use a colour photo in jpg format between 5KB and 100KB, saved with the filename 'photo'. • Make sure your face covers 75% i.e. 3/4th area of the photo. • Photo background shall be plain white. • Frontal view of the full face should be visible, head in the centre and both ears should be visible. • Eyes must be open & edges of face must be clearly visible. • Expression of the face should be natural (no grinning, frowning, or raised eyebrows).	• Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted. • Shadows on the face or on the background should not be there. • Eyes must not be covered by hair. Glares on eyeglasses should be avoided. • Photograph is NOT to be signed.

2. Upload of Signature Instructions

a. Candidate should sign their own signature on a plain white paper using a **black ink**.

b. Scan signatures in a **single image**.

d. **Image quality requirements** – The scanned signature image must be:

   i. **Clear, sharp, and well-lit** (not blurred or dark)

   ii. Properly oriented (not rotated or upside down)

   iii. **On plain white paper** (no lines or colours)

e. Save the signature file in **jpg format** with the file name **signature**.

f. Upload the scanned file containing signature.

g. Ensure the file meets the following specifications:

   i. File size: **5 KB – 50 KB**

   ii. Image dimensions: **350 - 500 pixels**

h. Applications with signature files that do not meet the prescribed specifications will be rejected. **Candidates are advised to strictly adhere to these instructions.**

Sample Signature - Accept/Reject Examples

S.NO.	SAMPLE IMAGE	STATUS	REASON FOR ACCEPTANCE/REJECTION
1		✓ ACCEPTED	✓ signatures present ✓ Black ink on plain white paper ✓ Clear and properly oriented
2		✗ REJECTED	✗ **Blue ink used** **Required:** Only black ink should be used for all three signatures.
3		✗ REJECTED	✗ **Non-signature image uploaded** **Required:** Only signature images are accepted. The image must contain three handwritten signatures in black ink.
4		✗ REJECTED	✗ **Image is blurred/unclear** **Required:** Scanned image must be clear, sharp and well-lit so signatures are easily readable.
5		✗ REJECTED	✗ **Ruled/lined paper used** **Required:** Only plain white paper should be used, without any lines or ruling.

6		✕ REJECTED	✕ **Colored paper used** **Required:** Only plain white paper should be used, without any background colors.
7		✕ REJECTED	✕ **Image is rotated or inverted** **Required:** Signatures must be properly oriented and upright, not rotated, tilted, or upside down.