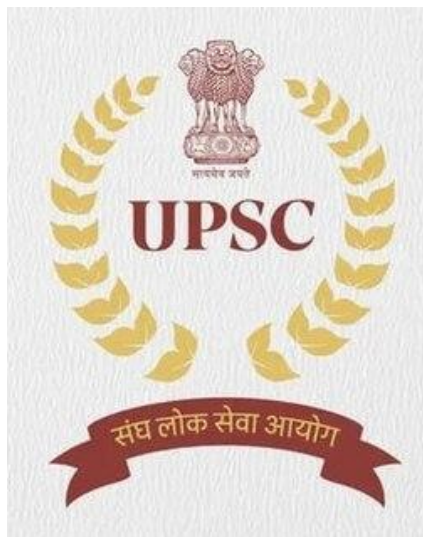


UNION PUBLIC SERVICE COMMISSION



संघ लोक सेवा आयोग

INSTRUCTIONS FOR UPLOADING THE **PHOTO** & **SIGNATURE**

INSTRUCTIONS FOR UPLOADING PHOTO AND SIGNATURE



Candidates are advised to carefully read and follow the instructions given below while uploading their **Photograph**, **Live 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 20KB and 200KB.
- 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	Rejected because face coverage is less than 3/4th of the photo
		Rejected	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	
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DOs and DON'Ts concerning Photograph to be uploaded on portal

Dos	Don'ts
<ul style="list-style-type: none"> • Use a colour photo in jpg format between 20KB and 200KB, 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). 	<ul style="list-style-type: none"> • 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. Capture of Live Photograph



- a. Capture of live photograph shall be **mandatory** for submission of the application for any examination.
- b. **Candidates are required to capture a live photograph using one of the following options:**
 - i. **Capture from device:** Use the web camera of the **current device**.
 - ii. **Capture from mobile:** Scan the **QR code** displayed on the screen and capture the photograph using a mobile device.
- c. The live photograph should be captured in **good lighting conditions** and must **clearly show the candidate's face**.
- d. Where a live photograph has already been captured and uploaded, the candidate may use the **"View Photo"** option to verify the uploaded image.
- e. **The live photograph captured during the application process shall be matched with the passport-size photograph uploaded by the applicant.** If a mismatch is





detected between the two photographs, **the applicant shall not be allowed to proceed further with the examination application process.**











3. Upload of Signature (Triple Signature) Instructions

- a. Candidate should sign their own signature **three times vertically (one below the other)** on a plain white paper using a **black ink**.
- b. Ensure there is adequate gap/space between each signature.
- c. Scan all three 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. **Contain exactly three signatures**
 - iii. **Signatures arranged vertically** (one below the other)
 - iv. **Properly oriented** (not rotated or upside down)
 - v. **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 all three signatures.
- g. Ensure the file meets the following specifications:
 - i. File size: **20 KB – 100 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	 <p>1. <i>Signature</i> 2. <i>Signature</i> 3. <i>Signature</i></p>		<ul style="list-style-type: none">✓ Three signatures present✓ Vertical arrangement (one below other)✓ Adequate spacing between signatures✓ Black ink on plain white paper✓ Clear and properly oriented

2			<p>✗ Signatures arranged horizontally (side by side)</p> <p>Required: Signatures must be placed vertically, one below the other, not in a horizontal line.</p>
3	<p>1. </p> <p>2. </p> <p>3. </p>		<p>✗ Blue ink used</p> <p>Required: Only black ink should be used for all three signatures.</p>
4			<p>✗ Only one signature provided</p> <p>Required: Exactly three signatures must be present in a single image file.</p>
5			<p>✗ Non-signature image uploaded</p> <p>Required: Only signature images are accepted. The image must contain three handwritten signatures in black ink.</p>

6			<p>✗ Insufficient spacing between signatures</p> <p>Required: Adequate gap/space must be maintained between each signature to clearly distinguish them.</p>
7			<p>✗ Image is blurred/unclear</p> <p>Required: Scanned image must be clear, sharp and well-lit so signatures are easily readable.</p>
8			<p>✗ Ruled/lined paper used</p> <p>Required: Only plain white paper should be used, without any lines or ruling.</p>
9			<p>✗ Colored paper used</p> <p>Required: Only plain white paper should be used, without any background colors.</p>
10			<p>✗ Image is rotated or inverted</p> <p>Required: Signatures must be properly oriented and upright, not rotated, tilted, or upside down.</p>