1. Through Self Upload:

☞ Photograph must be a recent one.

☞ The Photograph should be in colour, against light-coloured background.

☞ Photograph has to be frontal view, both the ears should be visible.

☞ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

☞ Wearing caps, hats and dark glasses are not acceptable.

☞ File format to upload photograph at the website is jpg image only.

☞ Dimensions 152 x 133 (Height X Width) for uploading at the website.

☞ Size of file should be maximum 25 KB for uploading at the website.

☞ If the size of the file is more than 25 KB, then adjust the settings of the scanner, during the process of scanning.

☞ **No edit facility** is provided to you so please make sure before uploading your photograph that you are uploading the correct photo.

☞ The detailed process of photograph uploading is attached herewith.