CUCET-2019

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying online an applicant is required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

1) PHOTOGRAPH IMAGE :

- Recent passport size colour photograph against light coloured or white background
- Look straight at the camera with a relaxed face
- Ensure a front face photo; no angular photo acceptable
- Eyes should be open; no squint-eyed photo acceptable
- Ensure there is no "red-eye"
- If you wear glasses make sure that there is no reflection and your eyes can be seen clearly
- Photo with Cap, hat and dark glass will not be acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20 KB to 50 KB

2) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black/ Blue Ink pen.
- Only the applicant needs to sign; no other person can sign on behalf of the applicant.
- Signature will be used to put on the Hall Ticket and other places where necessary.
- Applicant will be disqualified if at the time of the examination his/her signature on the answer script, does not match the signature on the Hall Ticket.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10 KB to 50 KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- 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).

Note: In case the face in the photograph or signature is not clear the applicant's application may be rejected.

BY USING MS PAINT OR MS OFFICE PICTURE MANAGER:

Scanned photograph and signature must be saved in jpg/jpeg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph & 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.

 Procedure for Uploading the Photograph and Signature

 1. There will be two separate links for uploading Photograph and Signature

 2. Click on the respective link "Choose File Link"

 3. Browse & Select the location where the Scanned Photo / Signature file has been saved.

 4. Select the file by clicking on it.

 5. Click the 'Upload' button Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

a. In case the face in the photograph or signature is unclear the applicant's application may be rejected.

b. Applicants are advised to take a printout of their system generated online application forms after registering.

c. In case the photograph or signature is unclear, applicants after editing his/her application should upload his photograph or signature again.