

## **Photo Specifications and Requirements**

1. Dimensions : Between 600 x 800 pixels and 2250 x 3000 pixels (ie multiples of 150 width x 200 height like 600 x 800, 750 x 1000, 900 x 1200, 1050 x 1400, 1200 x 1600, 1350 x 1800, 1500 x 2000 etc.)
2. Size : Between 60 KB and 1.5 MB
3. Resolution : Between 300 dpi and 600 dpi
4. File Type : Only JPG or JPEG

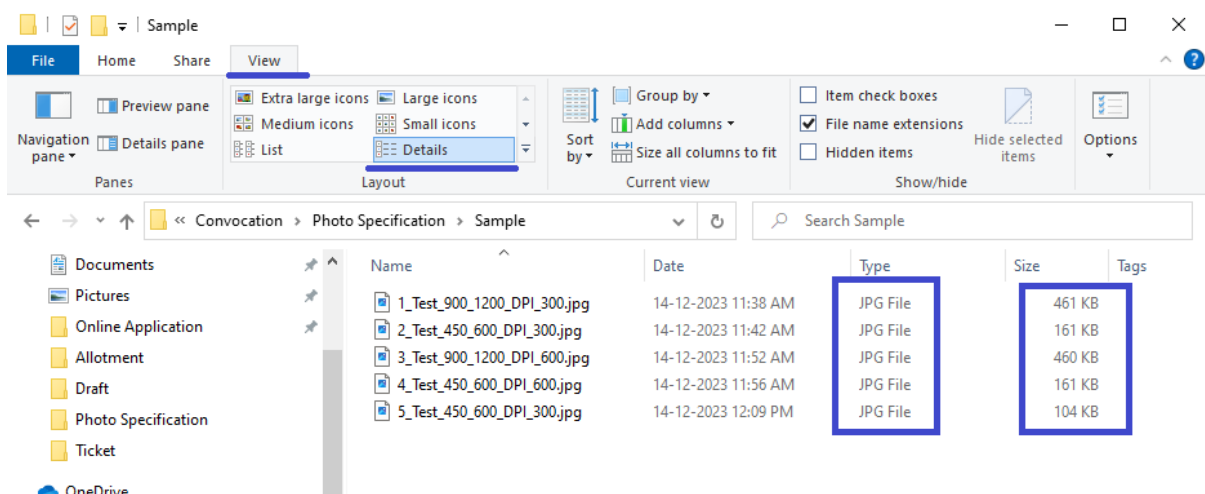
## **Other Requirements**

1. Photo must be portrait, not landscape
2. Photo must both show a close up of your face and the top of the shoulders.
3. Your face should be in the middle and must take up 70% to 80% of the photo.
4. Your head must be straight.
5. Be taken against lightly coloured background (Preferably light grey background) with no patterns or objects.
6. Clothes must be in contrast with the background.
7. The photo should not be blurred.
8. The photo should not be a selfie.
9. The eyes should not be closed.
10. There should not be more than one face on the photo.
11. Make sure that your entire face can be seen in the photo.
12. Head coverings, Turban, hair, head-dress, or facial ornaments should not obscure the face.
13. Your expression must be neutral. Do not squint, frown, smile or use any other expression.
14. Photo must not contain any parts of the body below the shoulders.
15. No shadows or glare in your face or in the background.
16. There should not be any border/frame visible in your photo.
17. Photo should be properly cropped / clear and should not be hazy or illegible.
18. Photo should not be distorted due to enlargement of a smaller image.
19. Photo must be recent (taken within the last six months).

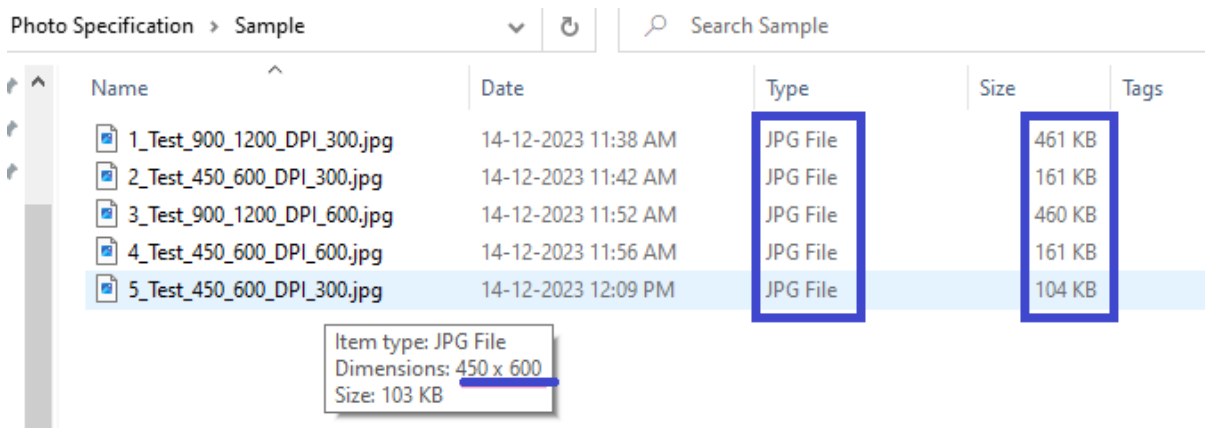
If the photographs do not meet the above specifications, your application will not be processed.

## How to Check Photo Specifications?

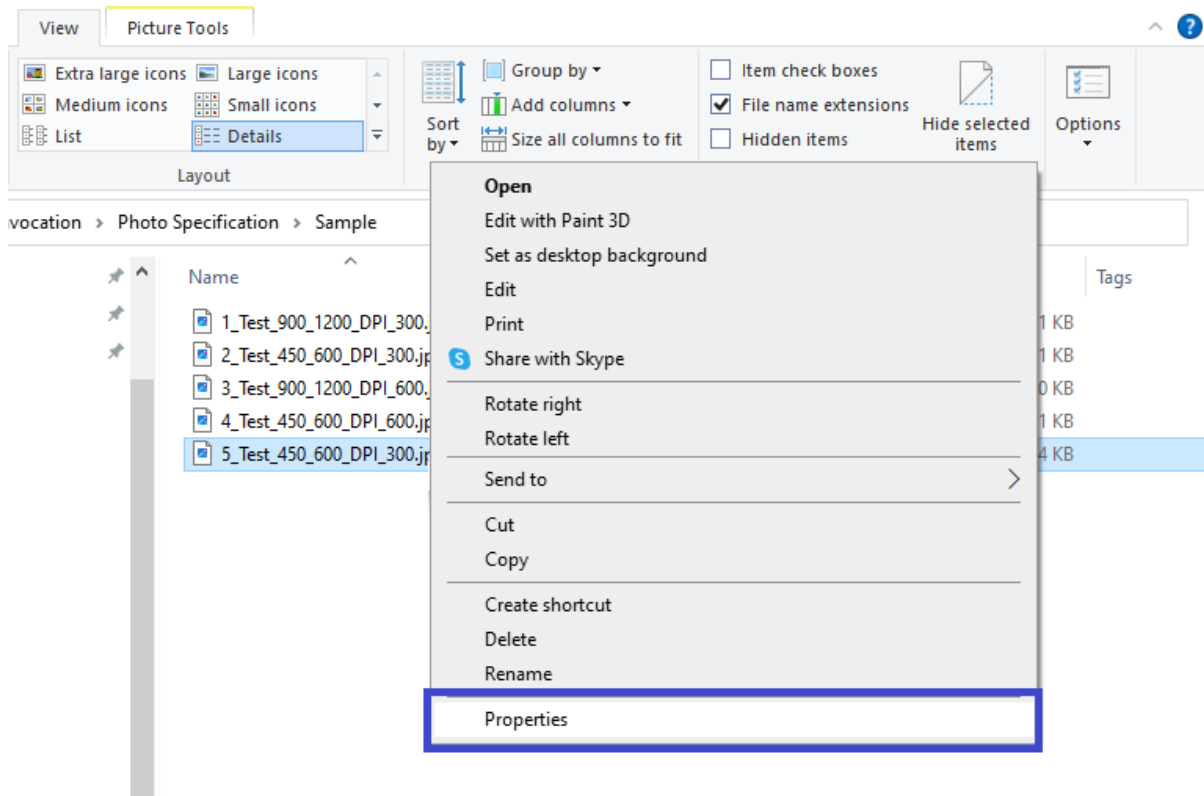
1. Go to the folder where the photo is stored. Select the option Details under View tab. It will show each filer under that folder with their type and size.



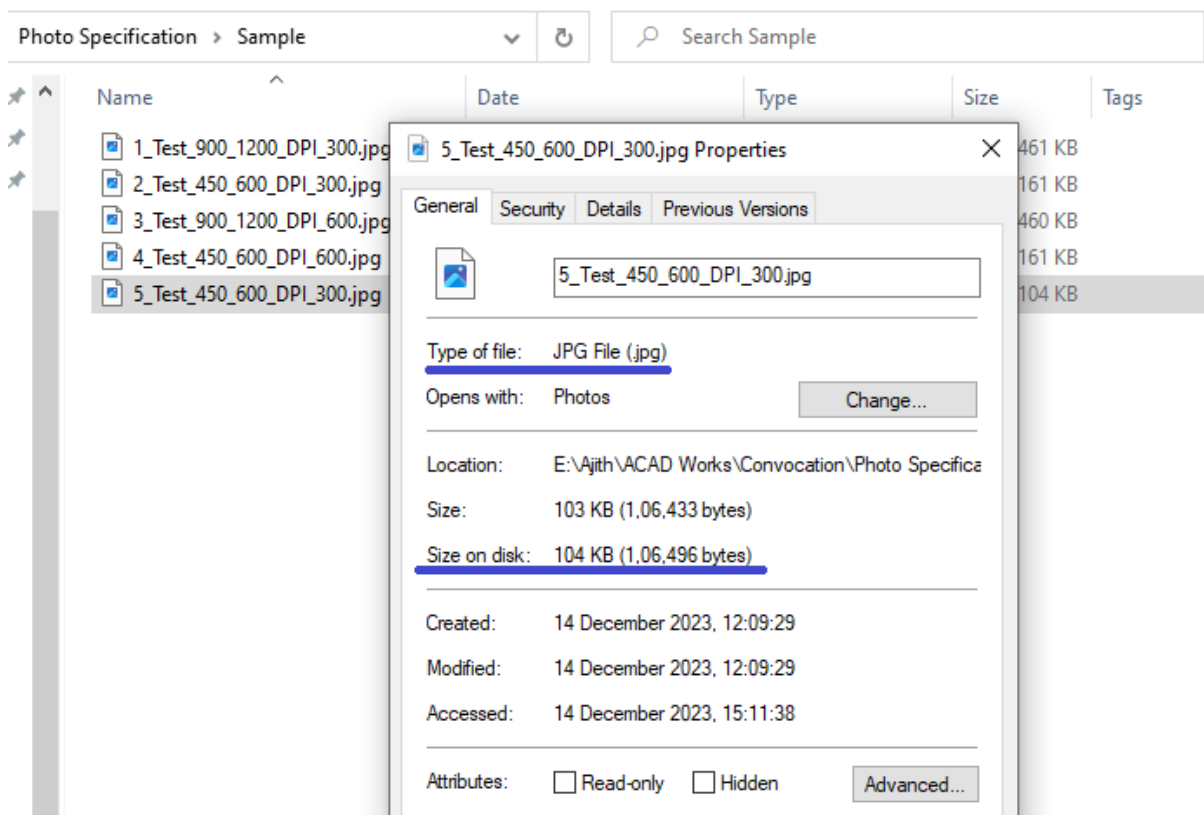
And if you place mouse over an image, it will show dimensions also as in the screenshot below.



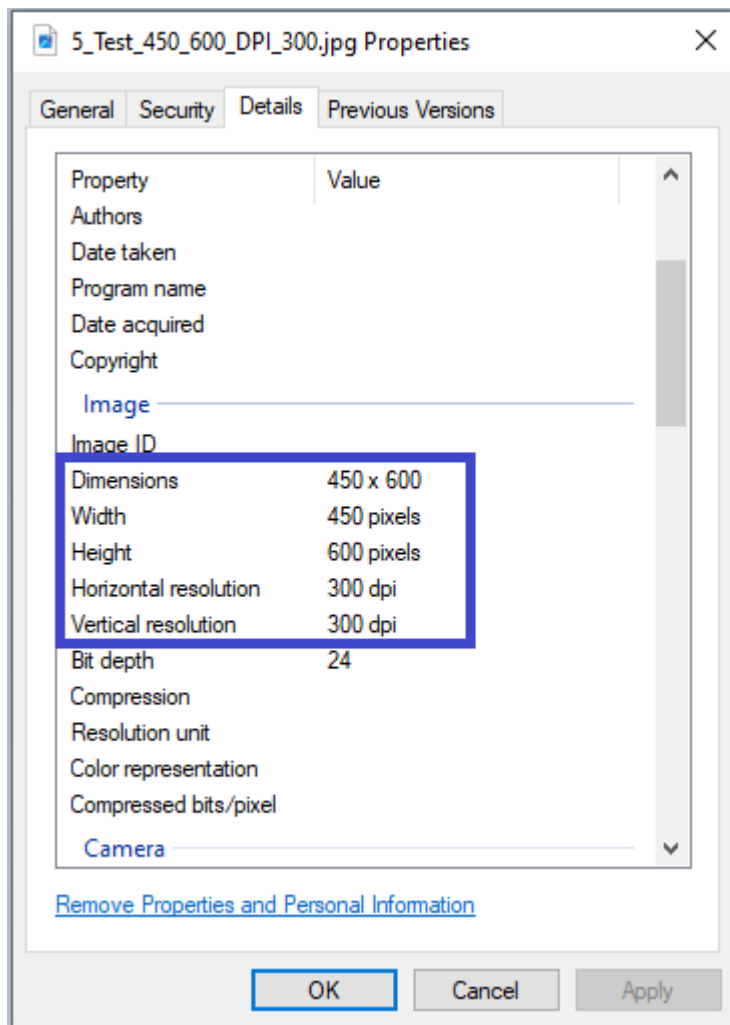
Now right click on the image you want to upload and select "Properties" as in the screenshot below.



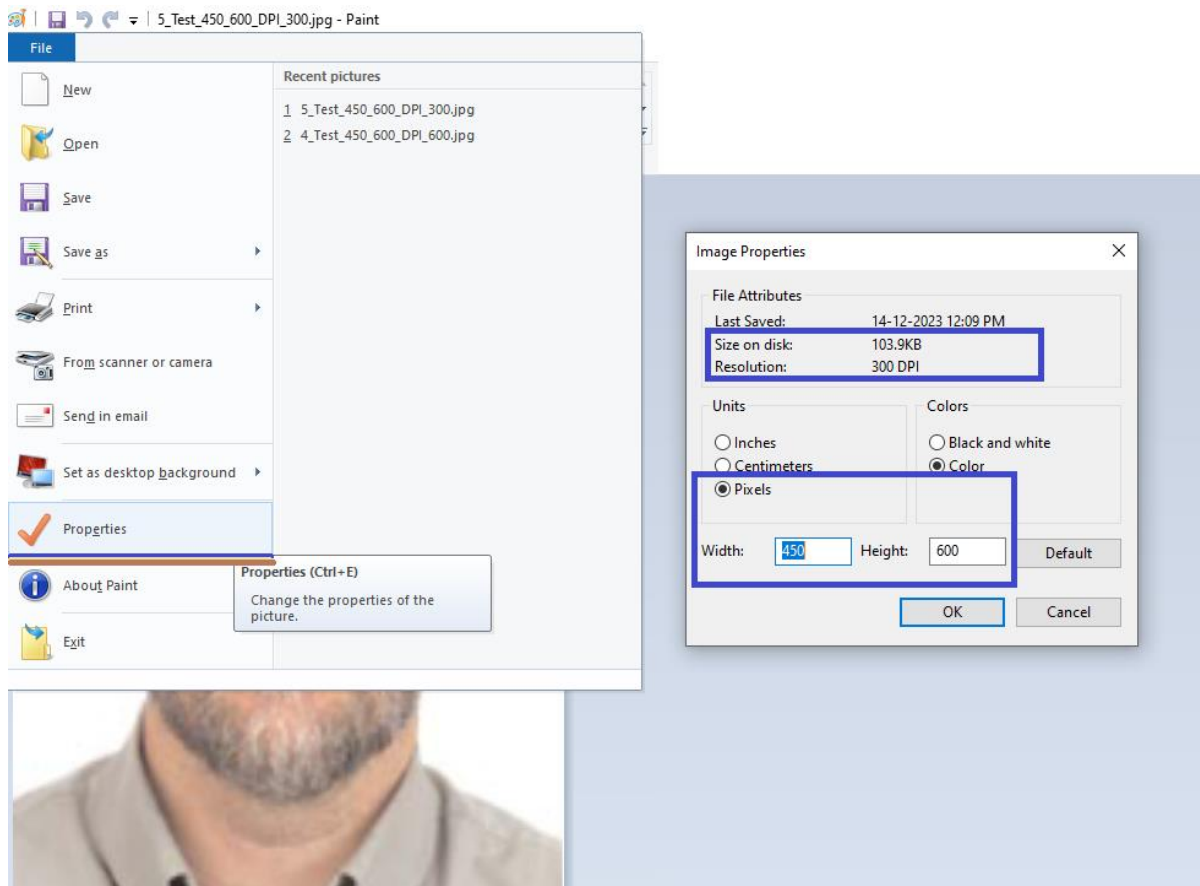
It will show the properties window with details of the image with "General" tab showing the file type and size as in the screenshot below.



Now click on the "Details" tab in the same properties window, it will show image dimension and resolution as given in the screenshot below.

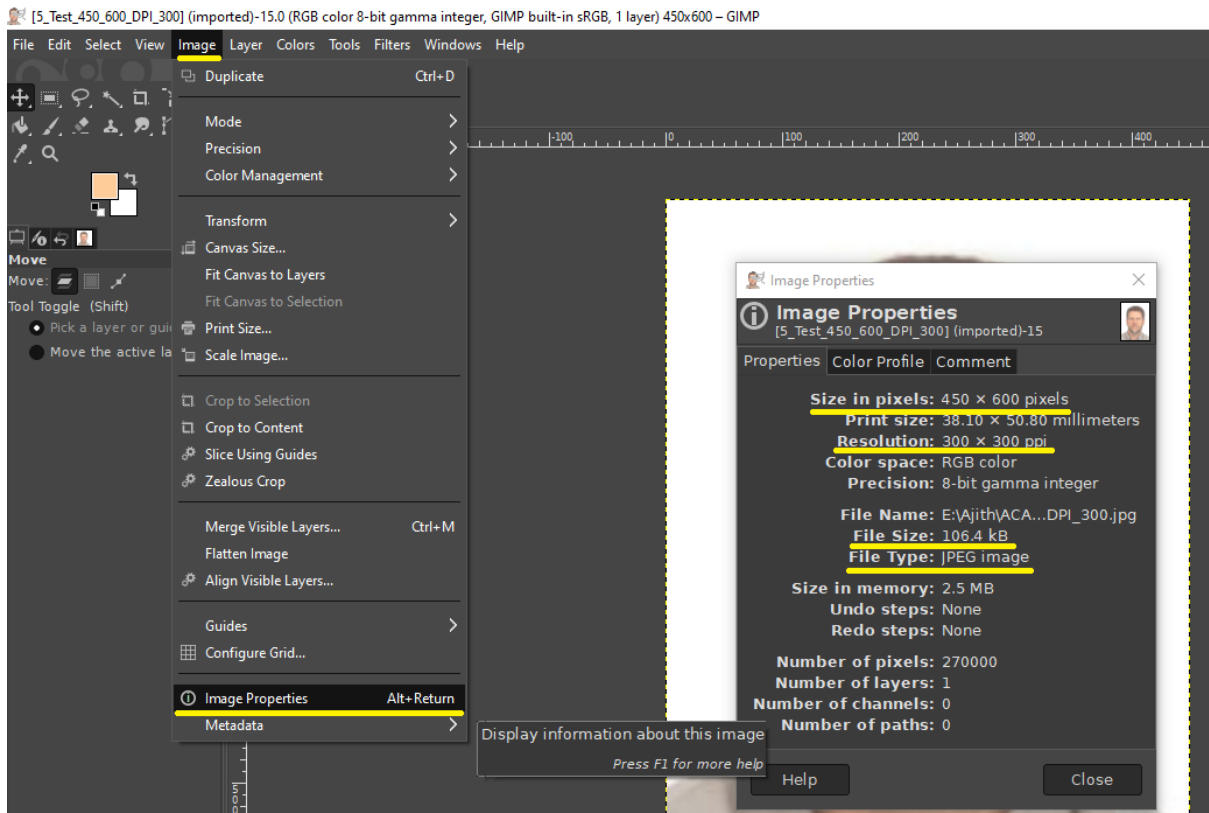


2. Open the image in Microsoft Paint. Select "Properties" option under "File" tab as in the screenshot below.



And it will show the dimensions, size and resolution of the photo in a new properties window as in the above image.

3. Open the image in GIMP (Free, open source image editor) and select "Image Properties" under "Image" menu. Details of the image will be shown in a properties window as in the screenshot below.



With any of the above three methods you can ensure your photo meet the specifications mentioned (dimensions, size, resolution and file type)

## How to resize your Photo?

- i) Open your photo with MS Paint.
- ii) Select the resize option.
- iii) Resize window will open by the system automatically when resize option is selected.
- iv) Click on the Pixels option.
- v) Click on maintain aspect ratio to un-check this option.
- vi) Now Set the horizontal and vertical values to any of the specified dimensions and click OK.
- vii) Save your photo as JPEG file.