UCO BANK

Human Resource Management Department, Head Office
10, B. T. M. Sarani, Kolkata-700 001.

UCO Bank a leading listed Public Sector Bank invites ON-LINE applications from Indian Citizens for the following **Specialist Officers** posts. Before applying candidates should ensure that they fulfill the eligibility criteria for the post for which they have applied:

Candidates are requested to apply on-line between 26.09.2011 and 17.10.2011 only through Bank's website **www.ucobank.com.** No other means/mode of application will be accepted. For applying on-line, the candidates should have a valid e-mail ID.

Particulars	Dates (Law & Security Officers posts)	Dates (IT Officers' posts)
Payment of Application Fees	26.09.2011 to 17.10.2011	26.09.2011 to 17.10.2011
Opening Date for registration of On-line Application	26.09.2011	26.09.2011
Last Date for On-line Application	17.10.2011	17.10.2011
Last Date for Receipt of Print-out of the registered Application	21.10.2011	- (No application printout is to be sent)
Last Date for Receipt of Print-out of the registered Application (from far flung areas)	01.11.2011	

For the Post of Law Officer & Security Officer
After Online Registration, the Computer Generated Application Print-Out along with the counterfoil of the fee payment receipt for the requisite amount has to be sent alongwith the relevant documents to the address provided in Point 12 of the Advertisement. No other means /mode of Application will be accepted. Unless the hard copy of the 'Online Registered Computer Generated Application Print-Out' is received along with the requisite fee payment Challan and the relevant certificates, the On-line registration is not valid. Only online registration will not provide any valid candidature to an applicant.

For IT Officers in JMGS I:

Candidates should not send the Print out of the Computer Generated Online Application after submitting the application online.
However, they are advised to take a Print-Out of the same and retain the same for future reference and required to produce the same at the time of Written Test/Interview.

Name of Post/ Vacancies:

S.N.	POSTS	JMGS-I	MMGS-II	MMGS-III
1.	Security Officer	7	15	-
2.	Law Officer	-	2	9
3.	IT Officer	94	-	-
	TOTAL :	101	17	9

Reservation of Posts:

Category	Security Officers		Law Officers		IT Officers
	JMGS-I	MMGS-II	MMGS-II	MMGS-III	JMGS-I
SC	1	2	1	1	15
ST	1	1	0	0	8
OBC	1	5	0	2	24
OC	0	0	0	0	1
HI	0	0	0	0	1
VI	0	0	0	0	1

Abbreviations stand for: SC- Scheduled Caste, ST- Scheduled Tribe, OBC - Other Backward Classes, OC- Orthopaedically Challenged, HI- Hearing Impaired, VI- Visually Impaired

Notes:

1. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.

2. **Candidates belonging to reserved categories as well as those for whom no reservation has been announced are free to apply for the vacancies announced for the Unreserved/General category.**

Eligibility Criteria:

1. **Nationality / Citizenship** :

A candidate must be either (i) a citizen of India, OR (ii) a subject of Nepal, OR (iii) subject of Bhutan, OR (iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, OR (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

2. **Age, Educational Qualification, Experience (as on 30.06.2011) :**

   (i) **Recruitment of Security Officer:**
       Eligibility criteria and other details:

i)	Age	:	The minimum age for the post will be 21 years and maximum 35 years for posts in JMGS-I and 45 years for posts in MMGS-II. (Relaxation in upper age limit for SC/ST/OBC candidates will be as per Government of India guidelines).
ii)	Educational	:	Graduate in any discipline from a recognized

	Qualifications		University.
iii)	Experience	:	JMGS-I: 5 years service as Commissioned Officer in Army/Navy/Air Force or officer in the rank of Inspector (Executive)/Inspector (GD) from Central Police Organisation like BSF/CRPF/ITBP/CISF/SSB/ CIB/CBI, who joined as Sub-Inspector or any directly recruited Police Officer in the rank of Sub-Inspector who is working with the Police Force for minimum 8 years in the investigation cadre. MMGS-II: 7 years service as Commissioned Officer in Army/Navy/Air Force or officer in the rank of Inspector (Executive)/Inspector (GD) from Central Police Organisation like BSF/CRPF/ITBP/CISF/SSB/ CIB/CBI, who joined as Sub-Inspector/ACIO or any directly recruited Police Officer in the rank of Inspector who is working with the Police Force for minimum 8 years in the investigation cadre.
iv)	Selection Procedure	:	The selection will be made on the basis of interview.
v)	Participation of existing officers	:	Existing officers in JMGS-I who fulfill the eligibility criteria, i.e. Age, Qualification and Experience as stated above can also apply. Experience in Bank's service as Security Officer will also be counted. Existing officers will be given five years relaxation in the upper age limit.
vi)	Probation	:	Officers appointed as Security Officers in JMGS-I will be on probation for a period of two years and those who will be recruited in MMGS-II will be on probation for a period of one year.
vii)	Emoluments	:	Officers appointed as Security Officers in JMGS-I and MMGS-II shall be put in the initial stage of the respective pay scale.

(ii) **Recruitment of Law Officers:**

The eligibility criteria and other details

i)	Age	:	For Law Officer in MMGS-II, minimum 25 years maximum 35 years. For Law Officer in MMGS-III, minimum 30 years maximum 40 years. (Relaxation in upper age limit for SC/ST/OBC candidates will be as per Government of India guidelines).
ii)	Educational qualifications	:	Graduate in Degree of Law (3 years or 5 years integrated course) from a recognized University/Institution. The candidate must obtained minimum 60% marks in Law degree.
iii)	Experience	:	For Law Officer in MMGS-II – Enrolled as Advocate with Bar Council of India and is practicing as Advocate for 5 years having experience in dealing with cases of Banking/Financial Institutions or 5 years experience as Law Officer in Legal Department in Specialist Cadre in a Commercial Bank or total 5 (five) years as Advocate and as Law Officer in a Commercial Bank.

			For Law Officer in MMGS-III - Enrolled as Advocate with Bar Council of India and is practicing as Advocate for 7 years having experience in dealing with cases of Banking/Financial Institutions or 7 years experience as Law Officer in Legal Department in Specialist Cadre in a Commercial Bank or total 7 (seven) years as Advocate and as Law Officer in a Commercial Bank.
iv)	Selection Procedure	:	The selection will be made on the basis of interview.
v)	Participation of existing officers		Existing officers who fulfill the eligibility criteria, i.e. Age, Qualification and Experience as stated above can also apply. Experience in Bank's service as Law Officer will also be counted.
vi)	Probation	:	Law Officers to be appointed in MMGS-II & MMGS-III shall be on probation for a period of one year.
vii)	Emoluments	:	Officers appointed as Law Officer in MMGS-II/MMGS-III shall be put in the initial stage of the respective pay scale.

(iii)   Recruitment of IT Officers

Eligibility Criteria and other details :

i)	Age	:	Minimum 21 Years. Maximum 30 years, with relaxation for SC/ST/OBC as per rules Age relaxation of 5 years in maximum age criteria will be allowed to existing employees.
ii)	Educational qualifications	:	BE/B Tech (4 Year Full Time Degree Course) in Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology from a recognised University/Institution or MCA/DOEACC – B level or Post Graduate in Electronics & Tele Communications/ Electronics & Communication/ Electronics & Instrumentation / Computer Science/ Information Technology from a recognised University/Institution Preference will be given to candidates having certification in CISA/CISM/CISCO/OCA/ OCP/CCNA/ITIL.
iii)	Post-Qualification Experience	:	Proficiency in any two or more Operating Systems – RDBMS with emphasis on Oracle, – knowledge of JAVA/C++ / COBOL / FOX-PRO -DEVELOPER-2000 / VISUAL BASIC /

			STUDIO / NET - NETWORK and Communication.
iv)	Selection Criteria	:	Written Test followed by Interview
v)	Participation of existing employees	:	Existing Employees of the Bank including those appointed on contractual basis who matches the eligibility criteria shall also be eligible to participate in the selection process.
vi)	Probation	:	IT Officers to be appointed in JMGS-I shall be on probation for a period of two years.
vi)	Emoluments	:	IT Officers to be appointed in JMGS-I shall be put in the initial stage of the respective scale of pay.

3. Confirmation:

The confirmation of the newly recruited Specialist Officers will be subject to satisfactory completion of probation period.

4. Scale of pay:

JMGS-I: Rs. 14500- 600/7- 18700- 700/2- 20100- 800/7- 25700
MMGS-II: Rs. 19400- 700/1- 20100- 800/10- 28100
MMGS-III: Rs. 25700- 800/5- 29700- 900/2- 31500

5. Relaxation in Upper Age Limit:

SN	Category	Age Relaxation
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	In the case of Ex- service commissioned Officers, including ECOs/ SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment. a) By 5 years for selection through written test and interview b) By 3 years plus period of service in Armed Forces for selection through Interview only subject to a maximum of 50 years c) By 5 years for the post of Security Officer subject to maximum age limit of 40 years in JMGS-I & 45 years in MMGS-II	5 years
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
5.	Persons with disability	10 years

Notes:

1. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.

2. An ex- serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in the Public Sector Undertaking ceases to enjoy ex-serviceman status for further employment.

3. All persons eligible for age **relaxation under (4) above** must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/ she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.

4. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard.

6. Definition :

Competent Authority for Issue of Certificate to SC/ST/OBC is as under:

For SC/ST/OBC – District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector/ First Class Stipendary Magistrate/ Sub- Division Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub Divisional Officer of the area where the candidate and/ or his/ her family normally resides.

7. Application Fee and Postage Charges (Non-Refundable):

SN	Category	Total
1	SC/ ST	Rs.50/- (postage charges only)
2	All others including OBC	Rs.450/- (Application Fees plus postage charges)

Note:

Requisite Application fee and Postage Charges should be paid by depositing above mentioned amount, as applicable, in **UCO Bank only** in Current account no. **01900210008423** maintained in the name of "**UCO Bank Specialist Officers Recruitment Project**"

Candidate must write his/ her name, date of birth and address on the reverse side of the counterfoil of the deposit slip.

Payment of Application fee/ Postage by Cash / Cheques / Drafts/ Money Orders etc. will not be accepted.

Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other selection process.

8. **Selection process** :

Where Selection will be based on Personal Interview only :

Applications submitted for the posts of Security Officers in Scale-I & Scale-II, Law Officers in Scale-II & Scale-III will be screened / scrutinized and ranked and candidates will be called for interview in the ratio of 3 to 5 times of the number of vacancies as per Bank's decision. Candidates should mention all the qualifications and experience in the relevant field and attach attested photocopies of the certificates in support thereof.

Where the number of applications received in response to the advertisement will be large and it is not convenient to interview all the candidates, the Bank reserve its right to call only the requisite number of candidates for interview after preliminary screening / short listing with reference to candidates' qualifications, suitability and experience etc.

Those candidates who will be short-listed for appearing in the Personal Interview will be intimated at the correspondence address furnished by them in their application.

Where Selection will be based on Written Examination and Personal Interview :

Selection to the posts of IT Officers in Scale-I will be on the basis of Written Test and Personal Interview.

> Candidates meeting the eligibility criteria will be called for Written Examination. The Written Examination will consist of objective tests of Professional Knowledge, Test of Reasoning, Test of Quantitative Aptitude and Test of English Language.
>
> Depending upon number of vacancies, only 3-5 times of candidates merit listed in the Written Examination will be called for personal Interview.

Merit/Select list of Candidates :

Where selection will be made on the basis of Personal Interview of the candidates, Merit/ Select list of Candidates shall be drawn based on marks obtained in Interview.

Where selection will be made on the basis of Written Test and Interview, Merit/ Select list of Candidates shall be drawn based on ranking on the aggregate marks obtained in the written test and interview.

Appointment letters shall be issued based on ranking in the Merit/Select list and depending on vacancies.

9. **Written Test**:

(i) The Written Test for the posts of IT Officer will be held online or offline (as may be decided by the Bank), the date of which will be notified by the Bank on its website only.

(ii) The exact date of written examination and whether the examination will be held on line or off line will be communicated to the candidates through call letter for examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.

(iii) The Written test will be scheduled at the following Centers and the address of the Venue will be advised in the Call Letter:

Centre Code	Name of Centre		Centre Code	Name of Centre
11	Ahmedabad		18	Guwahati

12	Bangalore		19	Hyderabad
13	Bhopal		20	Kolkata
14	Bhubaneswar		21	Lucknow
15	Chandigarh		22	Mumbai
16	Chennai		23	Patna
17	New Delhi			

Candidates are to appear for the Written Test from any one of the Centres where written examination will be held. Request for Change of Centre of Examination shall not be entertained. The Bank, however, reserves the right to cancel any of the Centers and/ or add other Centers, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the Candidate to any Center other than the one he/ she has opted for.

10. General Instructions:

(i)   The Bank takes no responsibility for any delay in receipt or loss in postal transit of any printout or communication.

(ii)   Only candidates willing to serve anywhere in India should apply.

(iii)   Unless the system generated duly signed printed application form with photograph pasted thereon alongwith original counterfoil of deposit slip bearing Transaction No. and attested photocopies of relevant certificates in case of Security Officers/Law Officers is received at the correct specified address by ordinary post, the on-line registration of the candidates application will not be accepted/valid. Candidates for the post of IT Officer should not send the application printout or any other documents to the Bank.

(iv)   Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Kolkata and Courts/Tribunals/Forums at Kolkata only shall have the sole and exclusive jurisdiction to try any such case/dispute.

(v)   No candidate is permitted to use calculators, mobile phones, pagers or any other instruments in the Examination Hall.

(vi)   Canvassing in any form will be a disqualification.

(vii)   A recent, recognizable passport size photograph should be uploaded in the online application form. Three copies of the same photograph should be retained for use at the time of written examination and/ or Interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of written test/ interview may lead to disqualification.

(viii) Before applying for any post, candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement and ready to comply with the requirements and terms & conditions contained in this advertisement. The candidates are, therefore, advised to carefully read the advertisement and thereafter complete on-line application form and submit the same as per the instructions given in this regard.

(ix)   The Bank would be free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank in this behalf.

(x)   Candidates submitting more than one application for a particular post in response to the advertisement are liable to be disqualified.

(xi)   All candidates for Security Officer/Law Officer must submit attested photocopies of the prescribed certificates in support of their Date of Birth, Educational Qualification, Experience, Caste/Community Certificate / Certificate of Disability issued by the Competent Authority along with the Computer Printout of their online application. All Candidates will have to produce, if called for interview, original as well as attested photocopies of their educational qualification certificates, experience certificates, caste/community certificate where applicable, certificate of handicap or any other certificate issued by the Competent Authority in support of their eligibility, failing which their candidature will be cancelled. However, candidates for IT Officer need not send the computer generated printout of the online application form to the Bank. The requiste documents will have to be submitted at the time of Written Test or interview.

(xii)   **For the posts of** Security Officer/Law Officer **a printout not accompanied by counterfoil of the Bank deposit slip of application fee and/or postage, copies of relevant certificates (Security/Law Officer) or not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained**.

(xiii) Candidates will have to appear for written test and / or interview at the allotted centre at their own expense and risk and the Bank will not be responsible for any injury/losses etc. of any nature. However, SC/ST candidates attending the interview will be eligible for reimbursement of 2nd class to & fro rail/ bus fare by the shortest route on production of evidence of travel i.e. Railway receipt/ticket(s).

(xiv)   Candidates serving in Government / Public Sector Undertakings should send their printouts through the proper channel and produce a "No Objection Certificate" from their employer at the time of interview, in absence of which, their candidature may not be considered. An advance copy of the printout alongwith original copy of counterfoil of Bank deposit may be sent to the specified address within the stipulated time.

(xv)   Any request for change of address will not be entertained.

(xvi)   The Bank takes no responsibility to co-relate any certificate/remittance sent separately.

(xvii) In case any dispute arises on account of interpretation in version other than English, English version will prevail.

(xviii) The Bank may at its discretion hold re-examination wherever necessary in respect of a center/venue of a candidate(s).

(xix)   Appointment of selected candidates is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointments will also be subject to the Service & Conduct Rules of the Bank.

(xx)   The Bank is free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s). If any of these shortcoming(s) is/are detected even after appointment his/her services are liable to be terminated.

(xxi)   The decision of the Bank in any matter relating to recruitment at all the stages of the recruitment process will be final and binding upon the candidates. No correspondence or personal queries in this regard shall be entertained by the Bank.

11. Action Against Candidates Found Guilty of Misconduct:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while registering the application. At the time of written examination/ interview, if a candidate is (or has been) found guilty of – (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof) / answer sheet

from the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) obtaining support for his/her candidature by unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :

a) To be disqualified from the examination/interview for which he/ she is a candidate.
b) To be debarred either permanently or for a specified period from any examination or recruitment conducted by UCO Bank.
c) For termination of service, if he/she has already joined the Bank.

The Bank would be analyzing the responses of a candidate in the written examination with other appeared candidates to detect patterns of similarity, on the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the bank reserves the right to cancel his/her candidature.

12. How to Apply:

Eligible candidates are required to apply only 'ONLINE' through our website www.ucobank.com between 26.09.2011 and 17.10.2011 **and no other means/ mode of application will be acceptable. Please note that candidates are allowed to apply for only one post and application for more than one post will not be accepted.**

(i) **Candidates are required to have a valid personal e-mail ID and Mobile Number** which should be kept active for the duration of this recruitment project. Bank may send call letters for written test, interview etc. through this registered e-mail ID. **Under no circumstances, he/she should share/mention e-mail ID to/ of any other person.**

(ii) In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online.

(iii) Applicants are first required to go to the Bank's website **www.ucobank.com** and take a Printout of the 'FEE PAYMENT CHALLAN' and fill it in a clear and legible handwriting in BLOCK LETTERS.

(iv) Go to the nearest UCO Bank branch with the Fee payment Challan and pay, in Cash, the requisite Application Fee **between 26.09.2011 and 17.10.201.**

(v) **Before applying online a candidate will be required to have a scanned (digital) image of his photograph and signature as per the specifications given in Annexure I.**

(vi) Candidates should first scan their photograph and Signature, ensuring that both the photograph and signature are within the required specifications. If the size of the file is more than the specified limit then adjust the settings of the scanner.

(vii) Candidates are now ready to Apply Online by re-visiting the Bank's website and going to the sublink **to open up the appropriate Online Application Format.**

(viii) After filling in the details on the application form candidates are required to submit the application online and take a printout of the system generated application form immediately.

(ix) **There is provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct the details in on-line application, if any. This Modification facility shall be available after 2 days of registration & up to 19.10.2011. Modification will be allowed only 3 times. After the last date i.e. 19.10.2011, no modification will be permitted.**

ONLY APPLICABLE FOR THE POSTS OF SECURITY OFFICER (JMGS I & MMGS II) AND LAW OFFICER (MMGS II & MMGS III)

After Online Registration, the Computer Generated Application Print-Out along with the counterfoil of the fee payment receipt for the requisite amount has to be sent along-with the relevant documents to the following address

Print-out complete in all respects should be sent only by ordinary post in a closed envelope superscribed "PRINT OUT FOR THE POST OF _____ OFFICER IN SCALE- _____ IN UCO BANK" to the following address:

General Manager, Human Resource Management, UCO Bank, Head Office, 1st Floor, 10, B. T. M. Sarani, Kolkata-700 001 (West Bengal)

Last Date for Receipt of Application Printouts:

The Printouts should reach the address mentioned above on or before 21.10.2011 by Ordinary Post. In case of far flung areas the last date for receipt of application printouts will be 01.11.2011

A printout received after the last date will not be entertained by the Bank. Bank will not be responsible for any loss of print out in transit.

For IT Officers in JMGS I:

Candidates should not send the Print out of the Computer Generated Online Application after submitting the application online.
However, they are advised to take a Print-Out of the same and retain the same for future reference and required to produce the same at the time of Written Test/Interview.

13. Call Letters for Written Examination:

Only eligible candidates will be issued call letters for Written Test/Interview at the correspondence address given by the candidate in their application.

In case a Written test is being held all eligible candidates for the post of IT Officer will be required to visit the Bank's website for further announcemnets/download their call letter from the Bank's website after 28.11.2011. Candidates should note that the call letters will not be sent through post/courier etc.

The above advertisement is also displayed in the Bank's Website **www.ucobank.com**

General Manager
Human Resource Management

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE
Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(i) PHOTOGRAPH IMAGE :
_ Photograph must be a recent passport style colour picture.
_ The picture should be in colour, against a light-coloured, preferably white, background.
_ Look straight at the camera with a relaxed face
_ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
_ If you have to use flash, ensure there's no "red-eye"
_ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
_ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
_ Dimensions 200 x 230 pixels (preferred)
_ Size of file should be between 20kb–50 kb
_ Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:
_ The applicant has to sign on white paper with Black Ink pen.
_ The signature must be signed only by the applicant and not by any other person.
_ The signature will be used to put on the Hall Ticket and wherever necessary.
_ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
_ Dimensions 140 x 60 pixels (preferred)
_ Size of file should be between 10kb – 20kb
_ Ensure that the size of the scanned image is not more than 20KB
SCANNING THE PHOTOGRAPH & SIGNATURE:
_ Set the scanner resolution to a minimum of 200 dpi (dots per inch)
_ Set Color to True Color
_ File Size as specified above
_ 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).
_ The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(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.

While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.
Procedure for Uploading the Photograph and Signature
(i) There will be two separate links for uploading Photograph and Signature
(ii) Click on the respective link "Upload Photograph / Signature"

(iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.

(iv) Select the file by clicking on it

(v) 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 candidate's application may be rejected.

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

c. In case the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature.