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 clothing should be preferably plain and free of patterns or logos or characters or typography.
- 8. The photo should not be blurred.
- 9. The photo should not be a selfie.
- 10. The eyes should not be closed.
- 11. There should not be more than one face on the photo.
- 12. Make sure that your entire face can be seen in the photo.
- 13. Head coverings, Turban, hair, head-dress, or facial ornaments should not obscure the face.
- 14. Your expression must be neutral. Do not squint, frown, smile or use any other expression.
- 15. Photo must not contain any parts of the body below the shoulders.
- 16. No shadows or glare in your face or in the background.
- 17. There should not be any border/frame visible in your photo.
- 18. Photo should be properly cropped / clear and should not be hazy or illegible.
- 19. Photo should not be distorted due to enlargement of a smaller image.
- 20. 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.

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File Home Share	View							~ ?
Navigation Details pane	Extra large ico	ns E Large icons	Sort by •	 □ Group by ▼ III Add columns ▼ III Size all columns to fit 	 ☐ Item check boxes ✓ File name extensions ☐ Hidden items 	Hide selected items	Options	
	vocation > Photo	Specification & Sample			Search Sample			
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Online Application	*	2_Test_450_600_DPI_30	00.jpg	14-12-2023 11:42 AM	/ JPG File	16	1 KB	
Allotment		3_Test_900_1200_DPI_6	600.jpg	14-12-2023 11:52 AM	1 JPG File	460	КВ	
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Photo Specification		5_Test_450_600_DPI_30	00.jpg	14-12-2023 12:09 PN	1 JPG File	104	4 KB	
Ticket								
OneDrive								

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

Photo	Specification > Sample	V Ö 🔎 Sea	arch Sample	
• ^	Name	Date	Туре	Size Tags
•	1_Test_900_1200_DPI_300.jpg	14-12-2023 11:38 AM	JPG File	461 KB
•	2_Test_450_600_DPI_300.jpg	14-12-2023 11:42 AM	JPG File	161 KB
	3_Test_900_1200_DPI_600.jpg	14-12-2023 11:52 AM	JPG File	460 KB
	🖻 4_Test_450_600_DPI_600.jpg	14-12-2023 11:56 AM	JPG File	161 KB
	5_Test_450_600_DPI_300.jpg	14-12-2023 12:09 PM	JPG File	104 KB
	ltem type: Dimension Size: 103 KB	JPG File s: <u>450 x 600</u>		

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.

Photo Specification > Sample	~	Ō	🔎 Search Sam	nple			
A Name	Date		Тур	be	Size		Tags
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Now click on the "Details" tab in the same properties window, it will show image dimension and resolution as given in the screenshot below.

5_Test_450_600_DPI_300	.jpg Properties	\times
General Security Details	Previous Versions	
Property Authors Date taken	Value	
Program name Date acquired		
Image		
Image ID Dimensions	450 x 600	
Width Height	450 pixels 600 pixels	
Horizontal resolution Vertical resolution	300 dpi 300 dpi	
Bit depth Compression	24	
Resolution unit Color representation		
Compressed bits/pixel Camera		
Remove Properties and Per	sonal Information	
(OK Cancel Apply	

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

<u>N</u> ew	Recent pictures		
<u>O</u> pen	1 5_Test_450_600_PPI_300.jpg 2 4_Test_450_600_DPI_600.jpg	r 7	
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From scanner or camera		Resolution: 300 D)PI
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Prop <u>e</u> rties		Width: 450 Height	: 600 Default
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Exit	precisi		
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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.



🕵 [5_Test_450_600_DPL_300] (imported)-15.0 (RGB color 8-bit gamma integer, GIMP built-in sRGB, 1 layer) 450x600 – GIMP

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.