



SARDAR PATEL UNIVERSITY OF POLICE, SECURITY AND CRIMINAL JUSTICE

Lordi Panditji, Jodhpur- 342037
(Home Department, Government of Rajasthan)



SFSL Sr. Scientific Assistant & Jr. Scientific Assistant **Direct Recruitment – 2022**

Instructions for uplodng of documents/photo/signature/Thumb/Declaration

A. Details of Document to be uploaded:

- i. ID Proof (PDF)
- ii. Proof of Date of Birth: Birth Certificate/10th Marksheet/Certificate (PDF)
- iii. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- iv. Experience certificates (PDF) in case of JSA Photo
- v. Caste certificate/OBC/MBC/SC/ST/PWD Certificate/EWS certificate, if applicable (PDF)
- vi. Ex-Serviceman/Divorcee/Widow (PDF)

B. Photograph file type/ size (jpg/jpeg):

- i. Photograph must be a recent passport style colour picture.
- ii. Size of file should be between 20 kb-50 kb and Dimensions 200 x 230 pixels
- iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- iv. Look straight at the camera with a relaxed face
- v. 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
- vi. If you have to use flash, ensure there's no "red-eye"
- vii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- ix. 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.

C. Signature file type/ size (jpg/jpeg):

- i. The applicant has to sign on white paper with Black Ink pen.
- ii. The signature must be signed only by the applicant and not by any other person.
- iii. The signature will be used to put on the Call Letter and wherever necessary.
- iv. If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- v. Size of file should be between 10kb - 20kb and Dimensions 140 x 60 pixels.
- vi. Ensure that the size of the scanned image is not more than 20kb
- vii. Signature in CAPITAL LETTERS shall NOT be accepted.

D. Document file type/ size:

- i. All Documents must be in PDF format.
- ii. Page size of the document to be A4.
- iii. Size of the file should not be exceeding 500 KB.
- iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

E. Guidelines for scanning of photograph/ signature/ documents:

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ii. Set Colour to True Colour
- iii. 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).
- iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
- v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
- vi. 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. The file size can be reduced below 50 kb (photograph) & 20 kb (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.
- vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

F. Procedure for Uploading Document:

- i. There will be separate links for uploading each document.
- ii. Click on the respective link "Upload"
- iii. Browse & select the location where the PDF, DOC or DOCX file has been saved.
- iv. Select the file by clicking on it and Click the 'Upload' button.
- v. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- vii. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. If the face in the photograph or signature is unclear the candidate's application may be rejected.

Note: In case the face in the photograph or signature or documents is unclear, the candidate application may be rejected. In case the photograph or signature or documents is/are not prominently visible, the candidate may edit his/her application and re-load his/ her photograph or signature or documents, prior to submitting the form.