

PHOTOGRAPH GUIDELINES

S.No.	DOs	DON'Ts
1.	Paste ONE COLOUR photograph on application form as per the specifications given.	Do not paste black and white photographs
2.	Paste your recent passport size photograph (4.5 cm length x 3.5 cm width) in colour in the box meant for affixing the photograph	Dimensions of photograph should not be smaller than the box (i.e. 4.5 cm length x 3.5 cm width) provided in the application form
3.	Background of the photograph should be plain white and the dress should be in dark colour	Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted
4.	Photograph should fit within the given box	Photograph in computer print will not be accepted
5.	Frontal view of the full face should be visible in the photograph	Photograph is NOT to be signed
6.	Photograph should be printed on good quality photo paper	Distracting shadows on the face or on the background should not be there
7.	Print of the photograph should be clear and with a continuous-tone quality	Eyes must not be covered by hair. Glares on eyeglasses should be avoided with a slight upward or downward tilt of the head
8.	Expression of the face should be natural (no grinning, frowning or raised eyebrows)	Photograph should not be damaged, for example: torn, creased, or marked
9.	Eyes must be open and both edges of face must be clearly visible	Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly visible
10.	Head should be in the centre of the frame and both ears should be visible	Photographs cut from group photographs are not acceptable