

Instructions for Filling in the Application:

A. Photograph Guidelines:

1. Photograph Style:

- a. Photograph should have a solid colour background (White, Blue, Green, or Red).
- b. Ensure the photo is a passport-size colour picture.
- c. Take the photo directly facing the camera with a full-face view.
- d. Avoid shadows and red eyes in the photo.

2. Photo Size and Format:

- a. The photo dimensions should be 3.5cm (35mm) (breadth) by 4.5cm (45mm) (height).
- b. Keep the file size below 50KB.
- c. Acceptable formats are .jpg, .jpeg or .png.
- d. Limit the file name to a maximum of 10 characters.

3. Content Guidelines:

- a. The scanned photograph should only contain the applicant.
- b. Avoid any additional content, such as watermarks, stamps, or app names used for scanning.

B. Signature Guidelines:

1. Signature Style:

- a. Sign with black ink on a plain white paper.
- b. Ensure the signature is created by the applicant only, not by another person.
- c. Scan the signature without any additional content like watermarks or app names used for scanning.

2. Signature Size and Format:

- a. The signature dimensions should be 3.5 cm (breadth) by 1.5 cm (height).
- b. Keep the file size below 50KB.
- c. Acceptable formats are .jpg, .jpeg or .png.
- d. Limit the file name to a maximum of 10 characters.

C. Document Guidelines:

1. File Format Requirements:

- a. All documents must be in PDF format for uploading.
- b. Ensure that documents are scanned to PDF before submission.

2. File Size Guidelines:

- a. The file size should be below 10MB.

3. Scanning Specifications:

- a. Scan PDFs in grayscale or colour format.

4. Electronic Document Conversion:

- a. If you have an electronic document in MS Word or similar, use the "Save As" command to directly save it as a PDF for uploading.

5. Document Verification:

- a. Before uploading, open and view the PDF documents to ensure:
 - Images are legible.
 - Documents are complete and can be read in a PDF viewer.

“Please Save the Document or Print it as soon as it is generated and keep it for Future Reference.”

Thank you.

For easy editing or resizing of images. Kindly Use

<https://www.simpleimageresizer.com/ssc-cgl-photo-and-signature-resizer>