


## **Guidelines for taking Photo, Digital Signature and ID Card**


### **1. Photograph Requirements :**

Please pay attention to upload good quality photograph. Poor quality of the photograph submitted will lead to rejection of your application, without any refund of the application fee.

- The photograph must be in colour and must be taken in a professional studio. Photograph taken using a mobile phone and other self-composed portraits are NOT acceptable.
- The photograph must be taken in a white or a very light background.
- The photograph must have been taken recently (within 1 year).
- In the photograph, the face should occupy about 50% of the area, and with a full-face view looking into the camera directly.
- The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
- If you normally wear spectacles, glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses for the photo shoot.
- You must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
- The passport size photograph should be in JPEG/GIF/JPG/TIF format of file size between 20 KB to 30 KB.
- Maximum pixel resolution for JPEG: 640 × 480 (0.3 Mega pixel) (Ask your studio to reduce it to this resolution if it is higher).
- Minimum pixel resolution for JPEG: 320 × 240.

**Sample Photographs:**

Not acceptable photo	Reason for rejection	Acceptable
	Photo taken with mobile phone; Distorted face.	
	Blue Background	
	Facial area is 50% less than the total	
	Not looking straight into camera	
	Cloth covering facial features	

Not acceptable photo	Reason for rejection	Acceptable
	<p>Shadow on face</p>	
	<p>Improper flash or improper lighting</p>	
	<p>Too much glare on spectacles</p>	
	<p>Dark/tinted spectacles or Sun glasses</p>	
	<p>Poor digital resolution (100x75)</p>	

## 2. Signature Specifications

- Please draw a rectangular box of size 4 cm x 2 cm on an A4 white paper. Put your signature with black or dark blue ink pen within this box.
- Get the signature digitally image scanned by a professional using a scanner, and get the image cropped to the box by the professional.
- **The scanned signature and the signature in the ID card (Permanent / Temporary) should be the same.**
- The file should be in JPEG/GIF/JPG/TIF format of file size between 10 KB to 20 KB.
- The maximum pixel resolution for the image is 800 × 300.
- The minimum pixel resolution for the image is 400 × 150.
- Photographs of the signatures taken using mobile phone are not acceptable, and can result in disqualification of the application without any refund of the fee.

### **MODEL DIGITAL SIGNATURE:**

**Model image of the digital signature after scanning.**



### 3. ID Card:

#### Permanent ID Card:

- Scan both sides of the Departmental ID card (on the same page)
- The file should be in JPEG/GIF/JPG/TIF format of file size between 50KB to 100KB.


#### Model image of scanned ID card:



**Temporary ID Card [Those who don't have a Permanent ID Card]:**

- Obtain the Temporary ID card from the competent authority in the format shown below.
- Scan the Temporary ID card.
- The file should be in JPEG/GIF/JPG/TIF format of file size between 50KB to 100KB.

**Model image of scanned temporary ID card:**

<b><u>Temporary ID Card</u></b> <b><u>TANGEDCO/TANTRANSCO</u></b>	
Photo	
Name	S.Anirudh
Designation & Office Address	Assistant Engineer/Electrical O/o SE/Hydro, 144,Anna Salai, Chennai-2
Contact Number	1234567890
Employee Signature	
Issuing Authority Signature with Seal	<b>EXECUTIVE ENGINEER / Hydro Project</b> <b>O/O SE / Hydro (Elect)</b> <b>TANGEDCO.</b> <b>5th Floor, Eastern Wing,</b> <b>144, Annasalai, Chennai - 600 002.</b>