



राष्ट्रीय नाट्य विद्यालय  
NATIONAL SCHOOL OF DRAMA  
(An Autonomous Institution of the Ministry of Culture, Govt. of India)

**ONLINE RECRUITMENT APPLICATION (ORA)**

**Guidelines for scanning and Upload of Photograph, Signature Impression**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

**Photograph Image:**

- a. Photograph must be a recent passport style colour picture.
- b. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- c. Look straight at the camera with a relaxed face
- d. 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
- e. If you have to use flash, ensure there's no "red-eye"
- f. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- g. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- h. Allowed Photo Size – 3.5 cm x 4.5 cm
- i. Size of file should be between 25kb-100 kb
- j. Ensure that the size of the scanned image is not more than 100KB. If the size of the file is more than 100 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**Signature Image**

- a. The applicant has to sign on white paper with Black Ink/jel pen.
- b. The signature must be signed only by the applicant and not by any other person.
- e. Dimensions 3.5 cm x 1.5cm (preferred)
- f. Size of file should be between ( 10KB – 50KB)
- g. Ensure that the size of the scanned image is not more than 50KB

### **Scanning the photograph & signature**

- a. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
  - b. Set Color to True Color
  - c. File Size as specified above
  - d. 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).
  - e. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 100KB & 50KB (for signature) 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 and size can be reduced below 100KB(photograph) & 50KB(signature) by using crop and then resize the image.
  - If the file size and format are not as prescribed, an error message will be displayed.
  - While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

### **Procedure for Uploading the Photograph and Signature**

- a. There will be three separate links for uploading Photograph & Signature
- b. Click on the respective link "Upload Photograph / Signature"
- c. Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- d. Select the file by clicking on it

- e. Click the 'Upload' button

**Your Online Application will not be registered unless you upload your photograph and signature as specified.**

Note:

- a. In case the face in the photograph or signature or LTI is unclear the candidate's application may be rejected.
- b. After registering online candidates are advised to take a printout of their system generated online application forms.
- c. In case the photograph or signature or LTI is unclear, the candidate may edit his application and re-upload his photograph or signature.