

Guidelines – Do's and Don'ts for Photograph uploading

SL.No.	Do's	Don'ts
1	Upload only recent one colour photograph.	<ul style="list-style-type: none"> • Uploading of Black & White photograph. • Uploading of photo taken more than 6 months old.
2	Dimensions is as per Indian passport size.	<ul style="list-style-type: none"> • Less size photograph or less size original image photo in the passport size frame i.e. photo in photo/ photo copied photograph.
3	Background of the photograph should be in plain white and the dress should be in dark color.	<ul style="list-style-type: none"> • Photograph with dark background/ distracting background / another background area. • Photograph cut from another / group photograph. • Distractive shadows on background/behind head.
4	Photo should cover entire full head, neck and shoulder area.	<ul style="list-style-type: none"> • Photo covering elbow & below portion and below chest portion. • Full body view.
5	<ul style="list-style-type: none"> • The head is centred within the frame. Present full head from top of hair to bottom of chin. Only for religious purpose, hair portion on top of head can be covered. • It should have full face visible with front view. • Expression of face should be natural (no grinning, frowning or raised eyebrows). 	<ul style="list-style-type: none"> • Photos with Head tilted/Chest tilted/Shoulders tilted. • With cap/helmet • Side/Tilted view: Photos with Head Sideways/upward/downward. • Photos with hair across face. • Distracting shadows on/across the face.
6	Eyes open clearly and looking straight to front side view.	<ul style="list-style-type: none"> • Partially or fully eyes closed. • Looking tilt towards downwards/upward/sideways/away. • Hair across eyes. • Glares on eye glasses. • Dark glasses.
7	Print should be clear and with continuous-tone quality.	<ul style="list-style-type: none"> • Poor resolution / brightness & sharpness. • Blurred photos. • Washed out colours. • Pixelated photo. • Un-natural skin tones. • Photo too dark or too light. • Photos with signature or damage i.e. torn, creased, marked. • Photo copied photo. • Unrecognisable facial features.