

STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

PHOTO TYPE

- Photo should be in full colour and of high quality to avoid any visible pixels.
- Photo must be taken in the last 6 months.
- Head should be positioned directly facing camera, centered and compose **80% of image**. Photo should capture from slightly above top of hair to middle of chest.
- Have a natural expression - smiling is allowed.
- Subject (candidate) is in clear focus and distinguishable from the background. Solid colour backgrounds are best.
- Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.
- The individual's full face must be clearly visible.



METHOD OF UPLOADING PHOTOGRAPH

There are two method for uploading photograph in Registration/LOC Portal:

1. Single Photo Scanning Method
2. Multiple Photo Scanning Method

1. Single Photo Scanning Method

- i) Scan the photograph of the candidate and save it as a jpg file
- ii) Please ensure that the size of the photo is passport size within 40 kb limit
- iii) Save the photograph with registration number of the candidate
- iv) Collect all photographs in one folder
- v) Got to CBSE website and login in Registration/LOC portal
- vi) Go to photo upload option
- vii) Select the class for which photograph is to be uploaded and generate list
- viii) Click on the browse button provided against each candidate
- ix) Select the photograph from the folder and click on upload button
- x) Repeat the above step until all photos are upload

2. Multiple Photo Scanning Method

- i) Ensure that all photos are of the same size
- ii) Draw boxes (for 04 or 05 photos in a row) on the plain paper and paste photos in the boxes and scan the page.
- iii) Now open the scanned jpg file in Photoshop/paint or any image editing software