

संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION
Instructions for uploading documents

Please read the following instructions carefully before proceeding:

1. Ensure that all the required documents are prepared in advance, as per the specifications outlined in the table below, and kept in a separate folder for easy access during uploading.
2. Upload each document using the exact file name (nomenclature) specified in the table. Document will not be uploaded if any other file name, format or size is used.

S.No.	Document to be Uploaded	Profile in which Document to be Uploaded	Format	Size	File Name
1	Name change Affidavit / Gazette Notification (As applicable)	Identity Profile	pdf	50KB–300KB	name_change
2	Matriculation Board / Equivalent Certificate	Matriculation Profile	pdf	50KB–300KB	board_certificate
3	Photo ID (Aadhaar / Photo ID)	—	jpg	20KB–200KB	id_card
4	Caste Certificate	Social Category Profile	pdf	50KB–300KB	caste_certificate
5	Disability Certificate	Disability Profile	pdf	50KB–300KB	disability_certificate
6	PwD / PwBD recommendation certificate	Disability Profile	pdf	50KB–300KB	pw_recommendation
7	Signature	Photo & Signature	jpg	20KB–100KB	signature
8	Photo	Photo & Signature	jpg	20KB–200KB	photo
9	Bachelor Marksheet	EPFO Examination	pdf	50KB–300KB	bachelor_marksheet
10	Bachelor's degree certificate	EPFO Examination	pdf	50KB–300KB	bachelor_certificate
11	Scribe's Photo	EPFO Examination	jpg	20KB–200KB	scribe_photo
12	Scribe's signature	EPFO Examination	jpg	20KB–100KB	scribe_signature

13	Writing Extremity Certificate	EPFO Examination	pdf	50KB–300KB	writing_extremity_certificate
14	Age Relaxation Certificate	EPFO Examination	pdf	50KB–300KB	age_relaxation_certificate
15	Assistive Device	EPFO Examination	jpg	20KB-200 KB	assistive_device



NOTE 1: Photo upload instructions

- Upload a photo named photo in jpg format with a file size between 20KB and 200KB.
- Ensure the photo is clear, recent, and shows your full face.







Important:

To upload photos, you must ensure that the photo has 3/4th face coverage. This means that the face must cover at least 75% of the area in the photo. Below are some sample photos — some with proper 3/4th face coverage and some without. You must crop or take your photo in the same manner to ensure it meets the required face coverage before uploading. You must also ensure that the photo is of good quality and that they are looking directly at the camera, keeping the alignment of the face proper, straight with both ear lobes visible.

Table 1: Sample photos with acceptance status

Sample Photo		Accepted / Rejected Status	Reason for Rejection (if status is rejected)
		Rejected	Rejected because face coverage is less than 3/4th of the photo
		Rejected	Rejected because face coverage is less than 3/4th of the photo



	Accepted	
	Rejected	Rejected due to incorrect face alignment; the face should be looking directly at the camera
	Rejected	Rejected because face coverage is less than 3/4th of the photo and photo is blurred
	Rejected	Rejected because the face is misaligned
	Rejected	Rejected because face coverage is less than 3/4th of the photo (photo is too small)
	Rejected	Rejected because face is too close to the camera, out of frame and ear lobes not visible

	Accepted	
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Table 2: DOs and DON'Ts concerning Photograph to be uploaded on portal

Dos	Don'ts
<ul style="list-style-type: none"> • Use a colour photo in jpg format between 20KB and 200KB, saved with the filename 'photo'. • Make sure your face covers 75% i.e. 3/4th area of the photo. • The photo background shall be plain white. • The frontal view of the full face should be visible, head in the center and both ears should be visible. • Eyes must be open & edges of face must be clearly visible. • Expression of the face should be natural (no grinning, frowning, or raised eyebrows). 	<ul style="list-style-type: none"> • Photographs with dark backgrounds or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted. • Shadows on the face or on the background should not be there. • Eyes must not be covered by hair. Glares on eyeglasses should be avoided. • Photograph is NOT to be signed.

2. Signature upload instructions:

- a) Sign on a clean white paper using a black pen.
- b) Scan your signature.
- c) Make sure the image is clear, well-lit, and without shadows.
- d) Save the signature file in jpg format with file name signature.
- e) Ensure the file size is within the specified limit
 - i. Between 20KB to 100 KB and
 - ii. Between 350 pixels to 500 pixels.

