## Guidelines on

- How to edit photos to suit the required size / resolution for uploading in the application
- Uploading Documents

How to edit photos to suit the required size / resolution for uploading in the application

1. First, open File Explorer and right-click on the picture you wish to edit.

Name	Date modified	Туре	Size
🔊 flowers.jpg	15 1 2020 11 10	ipec : ige	12 KB
HowTo Edit Photos.doc	Preview	it Wo	rd D 1,715 KB
HowTo Edit Signature.c	Set as desktop background	ft Wo	rd D 1,712 KB
Instructions for Photos	Edit	t Wo	rd D 2,254 KB
🔁 Instructions for Photos 🔄	Print	croba	at D 663 KB
📑 MTech Brochure_final.c 🖻	Scan with ByteFence Anti-Malware	it Wo	rd D 6,502 KB
्	Upload to TinyTake		
	B		

2. Click on Resize.



3. Enter the resolution, width=170px,height=180px . (You may use the resolution, width=170px,height=70px for the Signature).

Resize and Skew	$ \begin{array}{c} & & & & & \\ & & & & & \\ & & & & & \\ & & & & & \\ & & & & & \\ & & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & \\ & & & & & \\ & & & & \\ & & & & \\ & & & & & \\ & & & & \\ & & & & \\ & & & & & \\ & & & & & \\ & & & & & \\ & & & & & \\ & & & & & \\ & & & & \\ & & & & & \\ & & & & & \\ & & & & & \\ & & & & $
By: ○ Percentage ◎ Pixels Horizontal: 170	1. Uncheck Maintain aspect ratio.
Vertical: 180	2. Choose Pixels.
$\begin{array}{c} \downarrow \\ V_{\underline{ertical}} \\ 0 \\ \hline \end{array}$	3. Enter 170 for Horizontal Pixels Enter 180 for Vertical Pixels.
OK Cancel	

4. Choose OK.



5. Choose Save as JPEG picture. Choose the file name and save. Check the size of the photo.



Candidates are required to scan all the applicable documents into a single pdf file (size not more than 3MB) in the order given below (First 3 are compulsory).

## Documents to be uploaded

i. Copies of the mark lists & Degree certificate of the qualifying examination

OR

Course completion certificate from the head of the institution last studied and copies of all mark lists up to the pre-final semester/ pre-final year for those who have appeared in the qualifying examination and are awaiting results.

- ii. Copy of proof of date of birth.
- iii. Copy of nativity certificate
- iv. Copy of the GATE score card (if applicable).

v. Copy of community certificate from a competent authority not below the rank of a tahsildar.

OR

Copy of community and non creamy layer certificate i from a competent authority not below the rank of a tahsildar. (in the case of SEBC candidates)

vi. Copy of sponsorship certificate and experience certificate (in the case of sponsored candidates.)

(Any standard tool can be used to combine the individual certificates into a single document).