

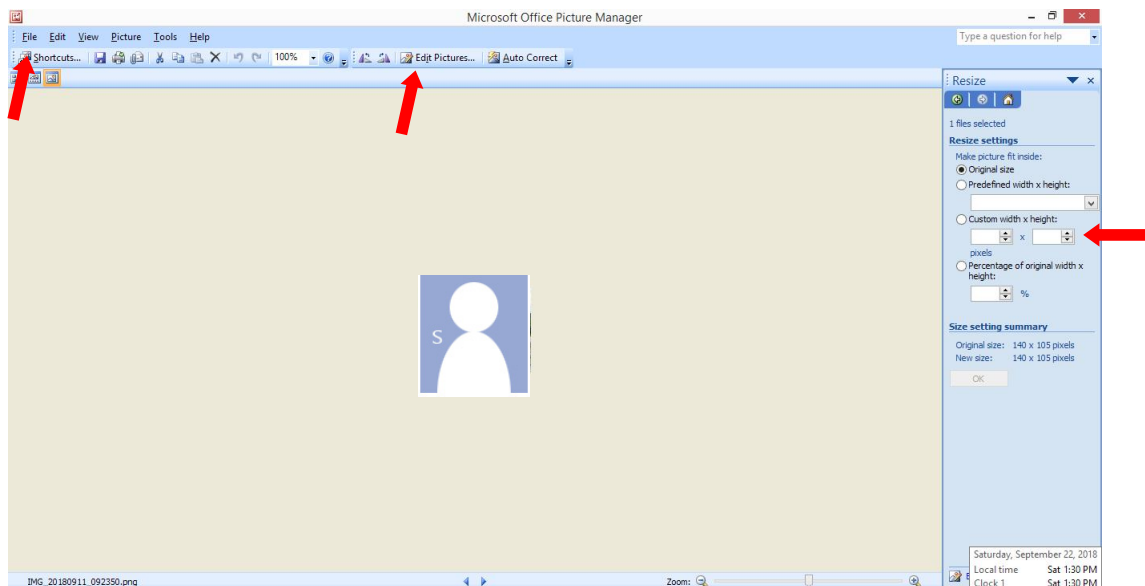
STET ONLINE FORM FILLING tips

HOW to get ready for filling the online form ?

1. Pay the required fee in the Bank(read the Information Bulletin for details)
2. Keep ready the following in digital format in :
 - a) scanned or a digital passport size photo (3 kb – 40 kb (140 pixel height X 110 pixel) JPG format)
 - b) scanned/digital image of your Signature (1 kb – 40 kb (110 pixel height X 140 pixel) JPG format)
3. All your Original Educational & professional mark sheets & Certificates, for entering Marks, Percentage, University & Board details.

HOW to resize image in a PC?

1. Open your picture in the Microsoft Office Picture Manager > Edit Picture (on the top of the screen) > select RESIZE (from the Right panel) > select Custom width X height and enter 110(for width) and 140(for height)) > click **OK** > File (top left corner) >SAVE or EXPORT in JPEG/JPG format.
2. For the Signature, do the same as suggested above, but height and width size is different here.



3. UPLOAD PICTURES accordingly from your saved destination.

FOR MOBILE UPLOAD, YOU CAN USE PHOTO EDITOR APPS TO RESIZE YOUR IMAGES.BUT THE SIZE SHOULD BE BELOW 40 KB

PERCENTAGE OF MARKS ?

4. NEVER round off the % of MARKS, if there are decimels, then enter with the decimels at least of two places. You should have the minimum Essential Qualification for filling the form.

READ & FOLLOW THE INFORMATION BULLETIN FOR STET published at www.sikkimhrdd.org for more details.