



**THE SINGARENI COLLIERIES COMPANY LIMITED**  
(A Government Company)  
**Kothagudem Collieries (PO)–507101, Bhadradri Kothagudem Dist.**  
**Telangana State**  
**CIN: U10102TG1920SGC000571,**  
**Phone: 08744-249992, e-mail:per\_rct@scclmines.com;**  
**Website:www.scclmines.com**

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**GUIDELINES TO FILL THE ONLINE APPLICATION:**

1. Applicants must compulsorily fill up all relevant columns of application and submit the application through website only. The particulars made available in the website shall be processed through Computer and the eligibility as decided in terms of notification.
2. The Applications received online in the prescribed proforma available in the website and within the time shall only be considered and SCCL will not be held responsible for any kind of discrepancy.
3. Applicants must upload his / her own scanned photo and signature through jpg format in the following steps.

Photo width= 3.5 cm



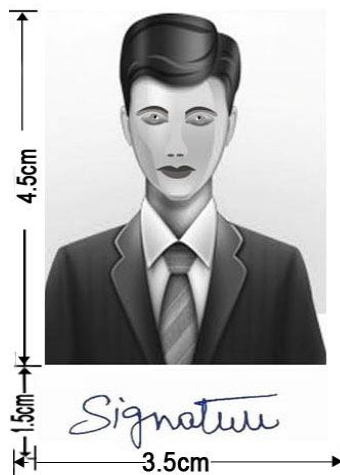
Photo Height = 4.5 cm

Signature Space = 1.5 cm

- i) Paste the Photo on any white paper as per the above required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.
- ii) Scan the above required size containing photograph and signature. Please do not scan the complete page.
- iii) The entire image (of size 3.5 cm by 6.0 cm) consisting of the photo along with the signature is required to be scanned and stored in **\*.jpg** format on local machine.
- iv) Ensure that the size of the scanned image is not more than 50 KB.
- v) If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the dpi resolution, no. of colors etc., during the process of scanning.

- vi) The candidate has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.
- vii) The signature must be signed invariably made by the candidate and not by any other person.
- viii) The signature will be used to put on the Hall Ticket and wherever necessary. If the candidate's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the candidate will be disqualified.

**Sample Photo and signature :**



➤ e.g. The Technical Specifications of the sample scanned image shown above are:

- Size of the file should be between 10KB & 50 KB
- Dpi setting = 200 dpi
- True Colour

The candidate has to upload his/her Photo with Signature in the prescribed format by clicking on the browse button at the time of submission of application form.

4. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.

5. SCCL is not responsible, for any discrepancy/technical glitch in submitting through Online. The applicants are therefore, advised to strictly follow the instructions in their own interest.