

7.0 Filling up of Application Form

The online filling-up of the Application Form is interactive in nature and online guidance will be available to the candidate while filling up the form. Please refer to **APPENDIX-III** for detailed guidelines on filling up the form.

7.1 Application form

Filling up of fields will be interactive in nature. As soon as the cursor is taken to a certain field, a cursor tip MESSAGE will be shown to the candidate to assist in filling up. In case of difficulty, the [HELP icon placed right next to the field will redirect the candidate to that section of the Brochure](#) which deals with the filling up of the said field. Please note that the **applicant's name, father's name, mother's name, date of birth (as per Class – 10 records) and postal address taken together must be unique for each application.**

At the time of submitting the PERSONAL DETAILS of a candidate, the system will prompt the candidate to enter his email address which shall be the user name. The email of the candidate shall be verified by the system by sending a link. The candidate has to choose a **PASSWORD and keep it secured and confidential for subsequent use.** **A SECURITY QUESTION AND ANSWER** will be captured from the candidate by the system at this stage. [Candidate has to remember this question-answer pair for prompt retrieval of password in case it is forgotten at later stage.](#) The candidate needs to login into account using email and password. The system generated NATA Unique ID number and login credentials shall be emailed to the candidates. The candidate will need to login into their account for the following:

- Accessing and editing personal information (till going to the document upload stage)
- Uploading of images.
- Submit fee payment through EPG.
- Printing of the Confirmation Page.
- Correction of data if needed.

7.2 Image uploading

All candidates are required to upload the following images:

1. **Recent Passport size Photograph in Colour with both ears visible and front view only - jpg / jpeg format.**
2. **Candidate Signature- jpg / jpeg format.**

The Photograph/ Signature should be as per below:

Document	Storage size		Image dimension	
	Minimum	Maximum	Height	Width
Photograph	4 KB	100 KB	4.5 cm	3.5 cm
Signature	1 KB	30 KB	1.5 cm	3.5 cm

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7.3 Application Fee Details

Application Fee for NATA 2024:

Payment Options based on number of tests opted for	In India (in ₹)					Outside India (in ₹)
	General/OBC(NCL)		SC/ST/EWS/PwD		Transgender	
	Male	Female	Male	Female		
Fee for any Single Test	1750	1250	1250	1000	1000	10000
Fee for Two Tests	3250	2250	2250	1750	1500	18000
Fee for Three Tests	4500	3000	3000	2500	2000	25000

Note:

1. The Application Fee shall be non-refundable in all cases.
2. The candidates initially opting for single/ two tests may further opt for additional test at a later stage, not exceeding three attempts. However, in such case no concession in fees would be offered.
3. Multiple Application Forms submitted by the same candidate by changing the credentials will be rejected without any refund. The Council reserves the right to take appropriate legal action against such candidates.

The candidate, on successfully uploading the PERSONAL DETAILS and DOCUMENTS; will be directed to the webpage containing process of payment of application fee as per the following options:

1. **Payment through EPG:** The candidate has to click "Payment of fee using EPG services", the system will automatically redirect to available payment gateway page, displayed at the website. As per the candidate's convenience, he/she may select any of the options to pay the application fee through electronic payment gateway via debit card, credit card or net banking and follow the online instructions to complete the payment process. After successful payment, payment gateway will redirect the candidate to home page that will show the status of fee payment. Upon successful payment, the candidate will be able to print the final "Confirmation Page".

7.4 Confirmation Page (Proof of REGISTRATION)

The Confirmation Page is generated upon successful payment of Application Fee. Its generation means that the candidate has been successfully REGISTERED for NATA 2024. The candidate should take a printout and preserve the confirmation page for future reference. **A print out of the Confirmation page will not provide admittance to the Test Centre to take the examination.** The candidate is required to select city and session for finalizing the Test slot and generate Appointment Card.

7.5 Discrepancy and Correction

The candidate is expected to fill up all details correctly, check a preview of the application before submitting the same online. Candidates will be provided only one opportunity to correct their personal details as per **APPENDIX-III.**