



वित्तमंत्रालय/ Ministry of Finance

राजस्वविभाग / Department of Revenue

सीमाशुल्कआयुक्तकार्यालय / Office of the Commissioner of Customs

कस्टमहाउसनयीहारबरएस्टेट / Custom House, New Harbour Estate

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e-Office F. No. GEN/CB/APPL/G/4/2024-CBLR Date:12-11-2024

PUBLIC NOTICE No. 26/2024

Sub: Conduct of G-category examination for the year 2025 under Regulation 13 of CBLR, 2018 by Tuticorin Customs Commissionerate- Reg.

Kind attention is invited to all the stakeholders that this office will conduct a written examination on 06.01.2025 for issuance of G-card under Regulation 13 (5) of the Customs Brokers Licensing Regulations,2018(CBLR) for existing “H” Card holders as on 11.11.2024. **Only four attempts are allowed** from the date of appointment as ‘H’ card holder, as per regulation 13 (5) of CBLR, 2018.

2. EXAMINATION MODE AND OTHER RELEVANT DETAILS:

- i. The applications for the aforesaid exam have to be made through online mode only in CBLMS portal (<https://cblms.gov.in>) under the tab Examination/G-category Examinations/Tuticorin Customs by clicking on Apply.
- ii. A User Manual with name as “User Manual for G-category Examination Application” on CBLMS portal (<http://cblms.gov.in>) under the tab “Examination/G-category Examinations/Tuticorin Customs” is available incorporating the steps to be followed by the applicants for getting registered as a ‘New User’ and is also annexed to this Public Notice. Desirous candidates are requested to follow the instructions contained in the User Manual carefully to avoid any errors/mis-declarations in the applications.
- iii. The CBLMS portal will be active for accepting applications for the exam from 19.11.2024 till 10.12.2024 only. After scrutiny of the applications, a list of eligible candidates will be displayed on or before 19.12.2024 in the website www.cblms.gov.in. Admit cards to the eligible candidates will be issued through the CBLMS portal from 30.12.2024 to 04.01.2025. Candidates are

informed that they are not required to visit Customs Commissionerate for the admit cards.

- iv. Incomplete/incorrect applications shall be summarily rejected without any Notice / Deficiency Memo issued to the applicant. No correspondence in this regard shall be entertained by this office.
- v. No application form in manual mode shall be received in Customs Broker Section or elsewhere in the Commissionerate.

3. PAYMENT OF FEES:

TR-6 Challan of Rs. 500/- as 'Examination Fee' paid in favour of the Commissioner of Customs, Custom House, Tuticorin has to be uploaded in the application form as explained in the User Manual.

4. DOCUMENTS TO BE UPLOADED WITH THE APPLICATION:

- I. Copy of H Card issued by Tuticorin Customs.
- II. TR-6 Challan.
- III. Self-declaration regarding no. Of attempts.

5. EXAMINATION DETAILS AND PAPER PATTERN:

- I. The G-Card examination shall be a 02-hour duration written examination in the form of Multiple- Choice Questions (MCQ) for total 300 marks and the minimum qualifying marks will be 180 i.e 60% of total marks. The examination shall be such as to ascertain the adequacy of knowledge of such person regarding the provisions of Acts/Rules/Regulations subject to which goods and baggage are cleared through Customs. The applicants will have the option to attempt the question paper either in Hindi or in English. Results of the written examination will be declared on the CBLMS portal within one month from the date of examination.
- II. The written examination will be conducted on 06.01.2025 in offline mode. Venue and time of exam will be declared in the Admit Card, which will be accessible to the applicants through their login credentials on CBLMS Portal 30.12.2024 onwards. The pattern of the examination will be as follows:

No. Of questions:	100
Marking Scheme:	+3 for each correct answer -1 for each incorrect answer
Maximum Marks:	300
Qualifying Marks:	180 (60%)

6. DOCUMENTS REQUIRED AT EXAMINATION CENTERS:

All eligible candidates shall bring their valid 'H' Card, Admit card and Aadhar Card on the examination date to their respective examination Center/Hall, failing which they shall not be permitted to appear in the examination.

7. ADVISORY FOR APPLICANTS FOR USE OF UNFAIR MEANS AND MIS-STATEMENT OF INFORMATION:

- i. Use of unfair means in the examination is strictly prohibited and action shall be taken against persons found indulging in unfair practices as permitted under law;
- ii. It may be noted that if any suppression or wilful mis- statements of any factual or material information in the application is noticed at any stage even after declaration of the result, the candidate shall be treated as disqualified from the examination and, in addition, will also be liable to appropriate action under the provision of CBLR, 2018 / or any other law for the time being in force.

The decision of the Deputy Commissioner of Customs (CBS), Tuticorin Customs shall be final in all respects for the examination.

Signed by Vikas Nair

Date: 12-11-2024 13:05:38

**(VIKAS NAIR)
COMMISSIONER OF CUSTOMS**

Enclosures:

1. Self-declaration format for earlier attempts declaration.
2. User Manual

To

- i). Notice Board, Custom House, Tuticorin
- ii). EDI Section, Customs House, Tuticorin for uploading in the website.

Copy submitted to:

The Chief Commissioner of Customs (Preventive), Trichy

SELF DECLARATION

I hereby affirm that I have not exhausted 4 attempts of G- card examination since my appointment as H-card holder at any of the Customs Broker firm.

I understand that an attempt at the written exam shall be deemed to be an attempt and notwithstanding the disqualification/cancellation of application, the fact of appearance of the applicant at the examination will count as an attempt.

Place:

Signature of the Applicant

Date:

Name:



USER MANUAL – G CATEGORY EXAMINATION

Application

INDEX

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Customs Brokers License Management System (CBLMS)

User Manual – G Category Examination (Application)

With the introduction of new functionality in CBLMS, the policy sections can conduct G-Category examination through CBLMS portal. The process includes scheduling of examination, applications and submission of requisite documents for appearing in examination by CB, acceptance/rejection of application, issuance of admit card, uploading of result of examination and feeding of marks. The process of scheduling of examination and application by Customs Brokers is explained below:

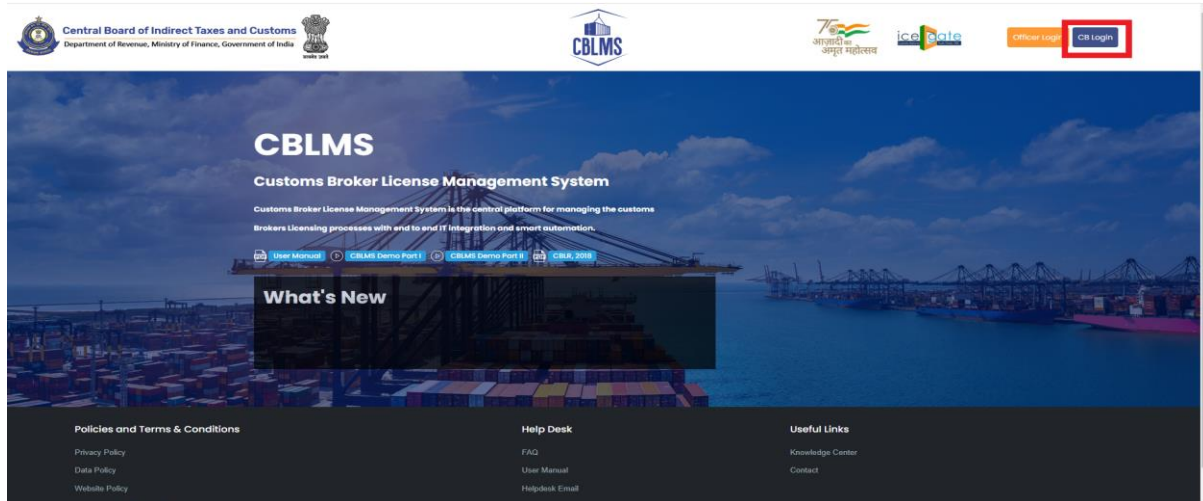
1. APPLICATION FOR APPEARING IN THE G-CATEGORY EXAMINATION (CUSTOMS BROKERS/APPLICANT):

Once the examination is scheduled by the Nodal Officer, then after the Application start date (detailed in 1(e)(iv) above), the link to apply for G-Category Examination will be functional in the Applications Drop Down of the Customs Brokers/Applicants. This link will be valid/functional till Application End date (detailed in 1(e)(v) above).

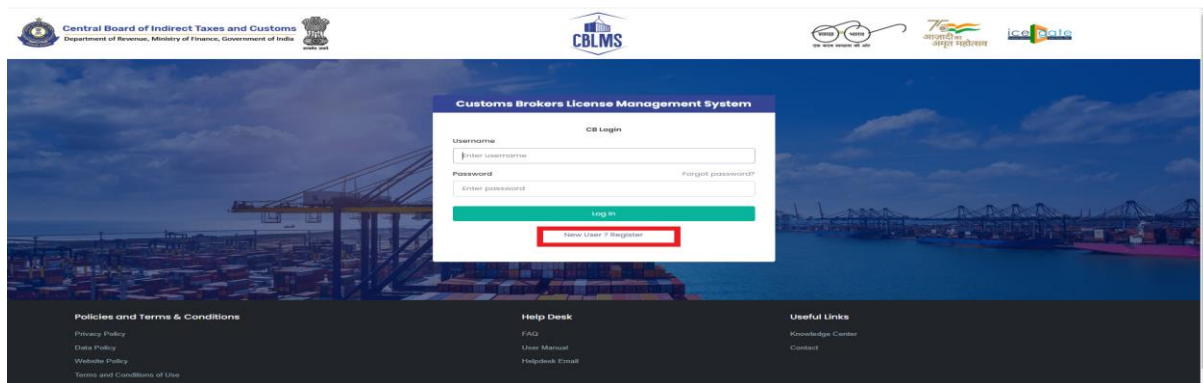
a. Registration for New User:

If the applicant does not have login credentials of CBLMS portal, then the applicant can create their login credentials by registering as New User on the portal, following the steps below:

- i. Open the CBLMS portal vide the URL “<https://cblms.gov.in>” in the web browser. The following page will be displayed. For registering on the portal from this page, click on the ‘**CB Login**’ button on the top right-hand corner of the page.



On clicking the “CB login” button on the homepage, the following page will be displayed



- ii. Click on “New user? Register” as highlighted in the screenshot above.
- iii. On clicking the “New user? Register”, the following screen of New User Registration will be displayed on the screen

New User Registration

Role*
Select Role

Full Name*
Enter name

Mobile Number*
Enter mobile number

Email*
enter email

Password*
Enter password

Confirm Password*
Enter password

PAN*
ENTER PAN

Submit

Already have an account? Login

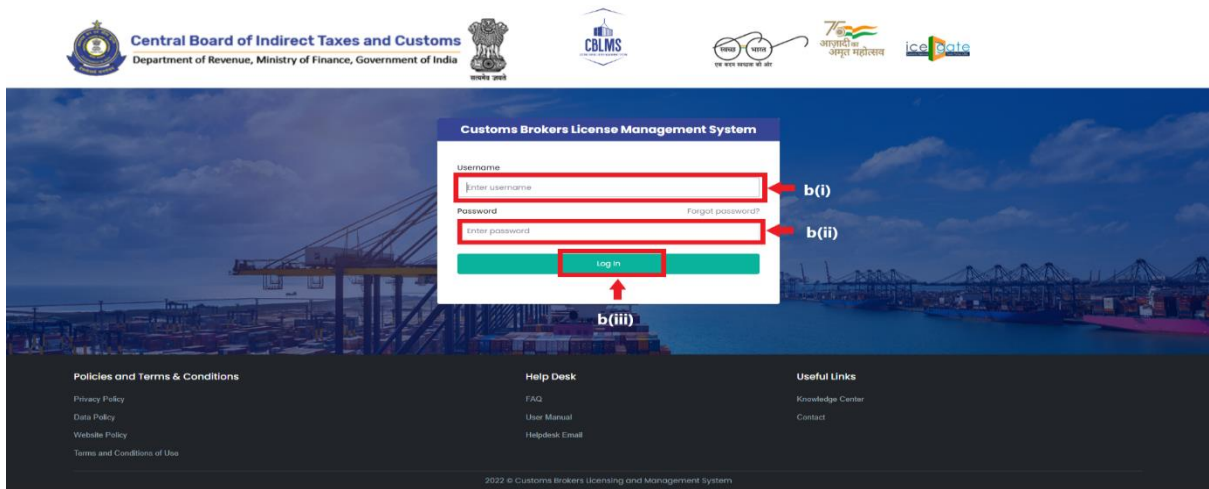
iv. “New User Registration” page details:

- **Role:** Select the option “CB applicant” from the drop-down menu.
- **Full Name:** Enter the full name of the applicant.
- **Mobile Number:** Enter the mobile number of the applicant to be registered
- **Email:** Enter the email id of the applicant to be registered
- **Password:** Create the password for login into CBLMS
- **Confirm Password:** Re-enter the password created in the previous step i.e. 1(e)(v)
- **PAN:** Enter the PAN number of the applicant

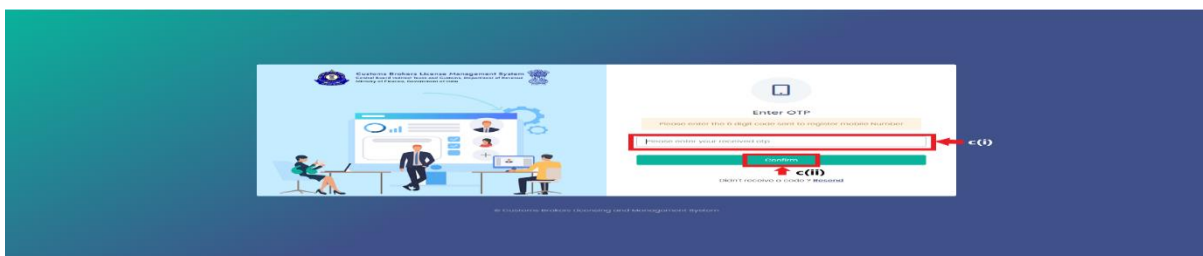
v. Click on Submit to create the login credentials of the applicant on the CBLMS portal.

b. **Login**

- i. Username i.e. PAN card of the Customs Broker
- ii. Password
- iii. Press Log In button after entering the Username and Password to log into the account.
- iv. After clicking on the “Log In” button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown

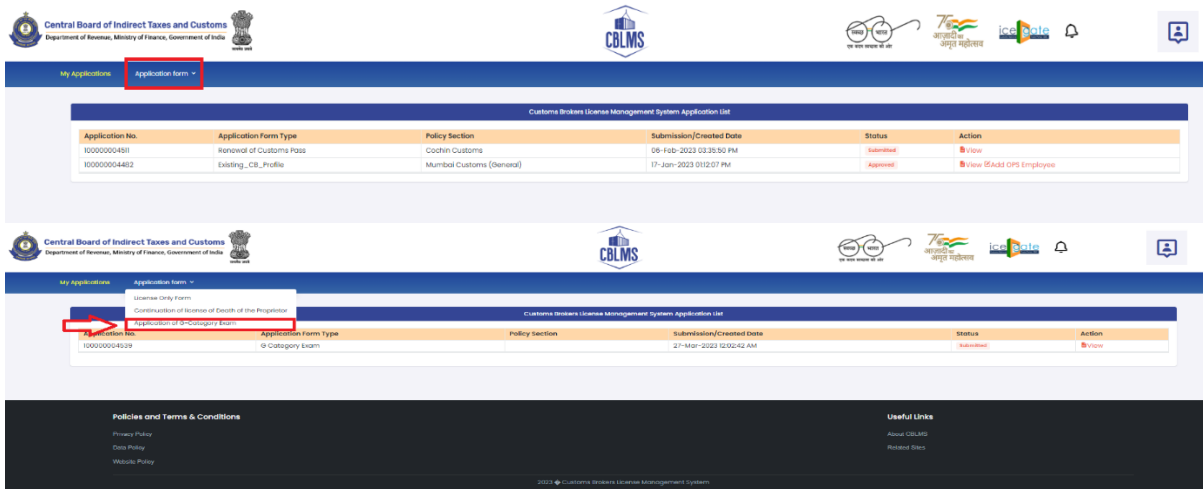


- v. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- vi. Click on the Confirm button to confirm the login.

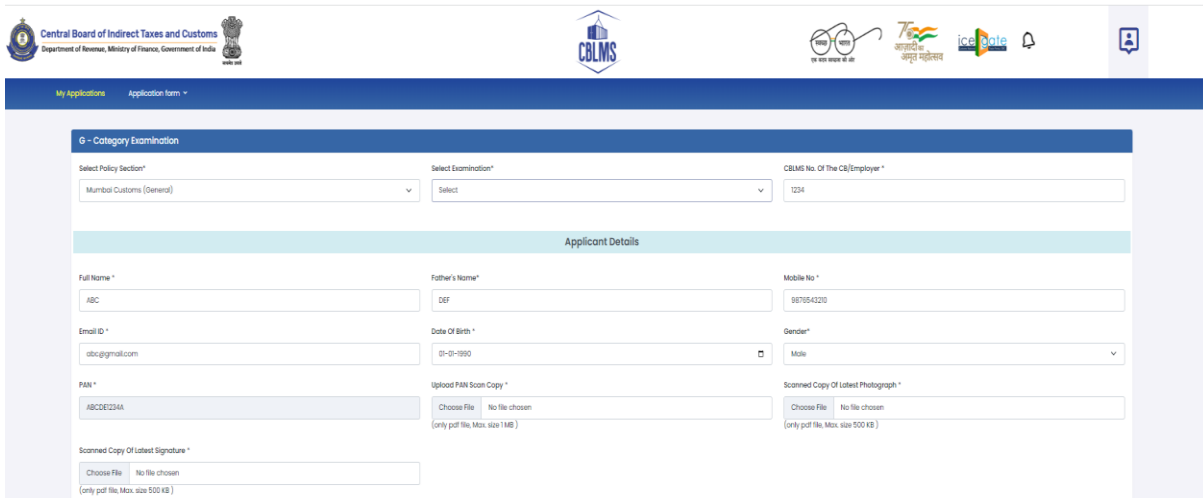


- c. On successful login into the portal, the following screen will appear. Click on the “Application form” Menu as highlighted below for initiating the process of Applying for G-Category Examination

- d. On clicking the “Application Form” button, drop down list will be displayed wherein the CB needs to select “G-Category Examination”



- e. On clicking the “G-Category Examination” button, the following application page will be displayed wherein the CB needs to populate the form with details.



f. Applicant Details

- i. **Select Policy Section:** Select the policy section from the dropdown menu.
- ii. **Select Examination:** Select the exam slot from the dropdown menu for which the applicant need to apply.
- iii. **CBLMS No of CB/Employer:** Enter the CBLMS number of the current employer of the applicant
- iv. **Full Name:** Enter the full name of the applicant
- v. **Fathers Name:** Enter the fathers name of the applicant
- vi. **Mobile No:** Enter the registered mobile number of the applicant
- vii. **Email ID:** Enter the registered Email ID of the applicant
- viii. **Date of Birth:** Enter the date of birth of the applicant
- ix. **Gender:** Select the gender of the applicant from the dropdown menu
- x. **PAN:** Enter the PAN number of the applicant
- xi. **Upload PAN Scan copy:** Upload the scanned copy of PAN card of the applicant (*only pdf/ max size 1 MB*)

The screenshot displays the 'Application form' interface for CBLMS. At the top, there are logos for the Central Board of Indirect Taxes and Customs, Government of India, and CBLMS. The form includes the following fields and options:

- Scanned Copy Of Latest Photograph ***: A file upload field with a 'Choose File' button and 'No file chosen' text. Below it, it specifies '(only pdf file, Max. size 500 KB)'. (Note: The text in the image incorrectly says 'pdf' for a photograph field).
- Scanned Copy Of Latest Signature ***: A file upload field with a 'Choose File' button and 'No file chosen' text. Below it, it specifies '(only pdf file, Max. size 500 KB)'. (Note: The text in the image incorrectly says 'pdf' for a signature field).
- Permanent Address ***:
 - Address Line 1 ***: Text input field.
 - Address Line 2 ***: Text input field.
 - District ***: Text input field.
 - State ***: Dropdown menu with 'Select' as the current selection.
 - Pincode ***: Text input field.
 - Upload Permanent Address Proof* Ⓞ**: A file upload field with a 'Choose File' button and 'No file chosen' text. Below it, it specifies '(only pdf file, Max. size 10 MB)'.
- Present Address***:
 - Same As Permanent Address
 - Address Line 1 ***: Text input field.
 - Address Line 2 ***: Text input field.
 - District ***: Text input field.

- xii. **Scanned Copy of Latest Photograph:** The applicant needs to upload the latest photograph of the employee (*only jpeg file, max. 500KB*).

- xiii. **Scanned Copy of Latest Signature:** The applicant needs to upload the latest signature of the employee (*only jpeg file, max. 500KB*).
- xiv. **Permanent Address:** Enter the details of permanent address of the applicant
Address Line 1: Enter first line of address
Address Line 2: Enter second line of address
District: Enter district of permanent address of the applicant
State: Enter state of permanent address of the applicant
Pin Code: Enter pin code of permanent address of the applicant
Upload Permanent Address Proof: Upload the scanned copy of the proof of permanent address of the applicant (*only pdf/ max size 500 KB*)
- xv. **Present Address:** If the present address of the applicant is same as his/her permanent address, then check the radio button and the section details will be auto-populated with the details of permanent address. If not, then applicant need to fill the details pertaining to his/her present address as 2(f)(xiii) above.
- xvi. **Customs Pass No.:** Enter the Customs Pass no of the applicant

The screenshot shows the 'Application form' interface for CBLMS. At the top, there are logos for the Central Board of Indirect Taxes and Customs, the Government of India, and CBLMS. Below the header, there is a navigation bar with 'My Applications' and 'Application form'. A radio button labeled 'Same As Permanent Address' is visible. The form contains several input fields: 'Address Line 1 *', 'Address Line 2 *', 'District*', 'State*' (a dropdown menu), 'Pincode *', 'Customs Pass No *', 'Date Of Issue Of Customs Pass *' (with a date format 'dd-mm-yyyy'), 'Validity Of Customs Pass *' (a dropdown menu), and 'Scanned Copy Of Customs Pass *'. There are also two file upload sections: 'Upload Present Address Proof*' and 'Scanned Copy Of Customs Pass *', each with a 'Choose File' button and a 'No file chosen' message. The 'Upload Present Address Proof*' section specifies '(only pdf file, Max. size 10 MB)'. The 'Scanned Copy Of Customs Pass *' section specifies '(only pdf file, Max. size 1 MB)'. On the right side of the form, there are icons for help, notifications, and a user profile.

- xvii. **Date of issue of Customs Pass:** Enter the date of issuance of the customs pass of the applicant
- xviii. **Validity of Customs Pass:** Enter the validity date of the Customs Pass of the applicant.

- xix. **Scanned Copy of Customs Pass:** Upload the scanned copy of the Customs Pass of the applicant (*only pdf/max size 1 MB*)

The screenshot shows the 'Application form' page on the CBLMS portal. At the top, there are logos for the Central Board of Indirect Taxes and Customs, the Government of India, and CBLMS. The page title is 'My Applications' and 'Application form'. Below the title, there are several input fields: 'Educational Qualification*' with a dropdown menu showing 'Select'; 'Upload Education Qualification Certificate/Proof*' with a file upload button and 'No file chosen' text; '+ Add Education Certificate' button; 'Date Of Appointment' with a date picker showing 'dd-mm-yyyy'; 'Upload Letter Of Appointment*' with a file upload button and 'No file chosen' text; and 'Number Of Earlier Attempts For G-Card Examination *' with an empty text input field. A 'Payment Details' section is visible at the bottom of the form area.

- xx. **Educational Qualification:** Select the educational qualification of the applicant from the drop down menu
- xxi. **Upload Educational Qualification Certificate/Proof:** Upload the scanned copy of the certificate/proof of educational qualification of the applicant.
- xxii. **Add Educational Certificate:** If applicant wants to enter more than one educational qualification certificate, then he/she needs to click of Add Educational Certificate and upload the additional certificate.
- xxiii. **Date of Appointment:** Enter the date of appointment with the current employer of the applicant
- xxiv. **Upload letter of appointment:** Upload the appointment letter of the applicant with his/her current employer
- xxv. **No of Earlier attempts for G-Card Examination:** Enter the number of times applicant had appear for G-Category examination prior to the scheduled examination.

xxvi. **Upload copy of Payment Challan:** Upload the copy of challan of payment of application fees by the applicant (*only pdf/ max size 1 MB*)

g. After filling all the details as above, click on “Preview and Submit”. If all the details are filled in correct format, then the following preview page will be displayed

Applicant Details	
Exam	2023(2023-03-29 00:01:00--2023-04-28 23:59:00)
CBLS NO	1234
Full Name	ABC
Father's Name	DEF
Mobile No	9876543210
Email ID	abc@gmail.com
Date Of Birth	01, January 1990
Gender	Male
PAN	ABCDEI234A
PAN Scan Copy	View
Scanned Copy Of Latest Photograph	View
Scanned Copy Of Latest Signature	View
Permanent Address	

h. After preview of the details here, if applicant wishes to make any changes in the details appearing here, he/she can go back and amend the details. However, if all the details appearing on the preview page is correct, then click save and the application will be submitted successfully. On successful submission of the G-Category examination application by the applicant, the following page will be displayed

My Applications

Application form ▾

Application has been submitted successfully.

Customs Brokers License Management System Application List

Application No.	Application Form Type	Policy Section	Submission/Created Date	Status	Action
100000004539	G Category Exam		27-Mar-2023 12:02:42 AM	Submitted	View