G20

प्रधान आयुक्त (सामान्य) सीमाशुल्क का कार्यालय
**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
(GENERAL)**
कस्टम ब्रोकर अनुभाग , नवीन सीमाशुल्क भवन, बेलार्ड इस्टेट ,
मुंबई – ।
**CUSTOMS BROKER SECTION, NEW CUSTOM HOUSE,
BALLARD ESTATE, MUMBAI-I
CBSEC.NCH@GOV.IN**

F. No.: GEN/CB/240/2023-CBS
DIN: 20230477000 000888 A4C

PUBLIC NOTICE NO.: 04/2023

Sub: Conduct of G-category examination for the year 2023 under Regulation 13 of CBLR, 2018 by Mumbai Customs Commissionerate– Reg.

Kind attention is invited to all the stakeholders that this office will be conducting a written examination on 21.05.2023 for issuance of G-Card under Regulation 13(5) of the Customs Brokers Licensing Regulations, 2018 (CBLR) for existing 'H' card holders as on 18.04.2023. 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** on the **CBLMS portal (https://cblms.gov.in)** under the tab **Examination/G-category Examinations/Mumbai Customs** by clicking on **Apply**.

ii. A User Manual with name as **"User Manual for G-Category Examination Application"** on **CBLMS portal (https://cblms.gov.in)** under the tab **Examination/G-category Examinations/Mumbai 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/misdeclarations in the applications.

iii. The CBLMS portal will be active for accepting applications for the exam from **19.04.2023 till 05.05.2023** only. After scrutiny of the applications, a list of eligible candidates will be displayed on or before **12.05.2023** on the website www.cblms.gov.in & www.mumbaicustomszone1.gov.in. Admit cards to the eligible candidates will be issued through the CBLMS portal from **15.05.2023 to 18.05.2023**. Candidates are informed that they are not required to

visit any Branch of Mumbai Customs Commissionerate for the admit cards.

iv. Before submitting the application, the applicant must ensure the correctness/ completeness of the details filled in the application, as incorrect/incomplete application shall be rejected without any Notice/ Deficiency Memo issued to the applicant. No correspondence in this regard shall be entertained by this office. Incomplete/incorrect applications shall be summarily rejected.

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 Pr. Commissioner of Customs, New Custom House has to be uploaded in the application form as explained in the User Manual.

4. **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 21.05.2023 in offline mode. Venue and time of Exam will be declared in the Hall Ticket, which will be accessible to the applicants through their login credentials on CBLMS portal 15.05.2023 onwards. The venue and time may also be confirmed from the departmental website i.e. www.mumbaicustomszone1.com and www.cblms.gov.in . 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%)

5. **DOCUMENTS TO BE CARRIED AT EXAMINATION CENTRES:**

i. All eligible candidates shall bring their Hall Ticket and Aadhar Card on the examination date to their respective examination centres, failing which they shall not be permitted to appear in the examination.

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

i. Use of any 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-statement 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 provisions of CBLR, 2018 / or any other law for the time being in force.

The decision of the Principal Commissioner of Customs (G), Mumbai Customs Zone-I shall be final in all respects for the examination.

18/4/2023

(Sunil Jain)
PR. COMMISSIONER OF CUSTOMS
(Mumbai Customs, New Custom House)

Enclosures:
1. User Manual
2. Format for earlier attempts declaration

Copy for information and necessary action to:

1. The Pr. Chief Commissioner/ Chief Commissioner of Customs, CCO, NCH, Zone-I, II & III.
2. The Deputy/ Assistant Commissioner of Customs, EDI, Mumbai Customs Zone-I with a request to upload the Public Notice on the website www.mumbaicustomszone1.gov.in
3. The BCBA: for information.
4. Notice Board.
5. Guard File.

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:

Date:

Signature of the Applicant:

Name:

USER MANUAL – G CATEGORY EXAMINATION

Application

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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.
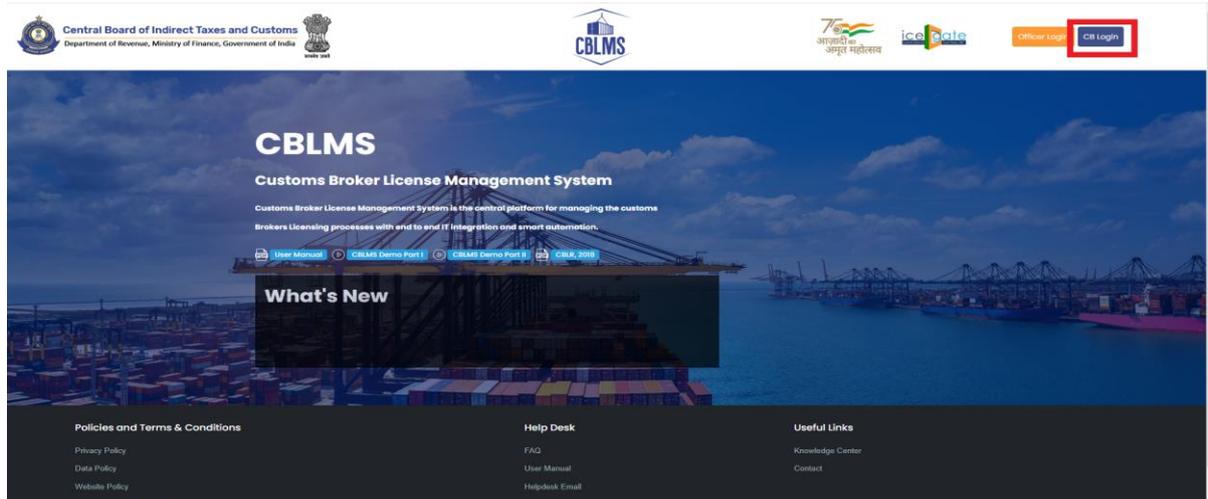
On clicking the "CB login" button on the homepage, the following page will be displayed
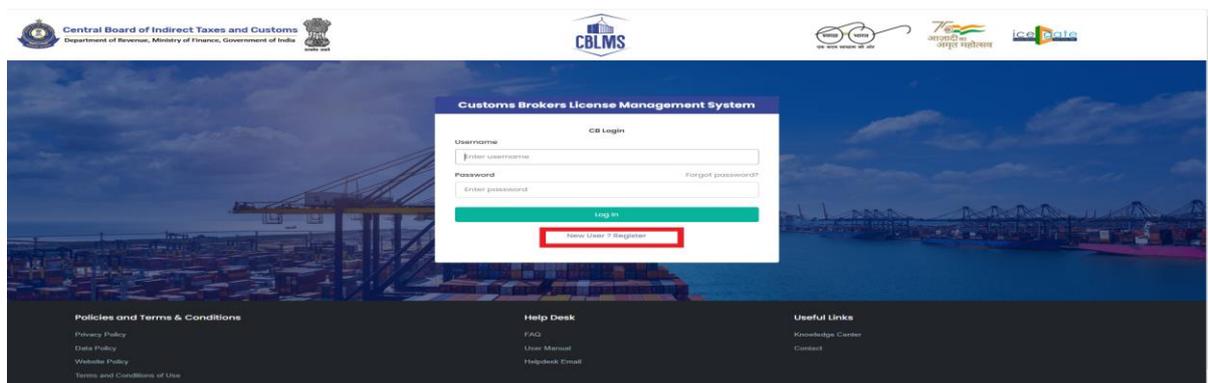
ii. Click on "New user? Register" as highlighted in the screenshot above.

iii. On clicking the "New user? Register", the following screen of New User Registration will be displayed on the screen

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
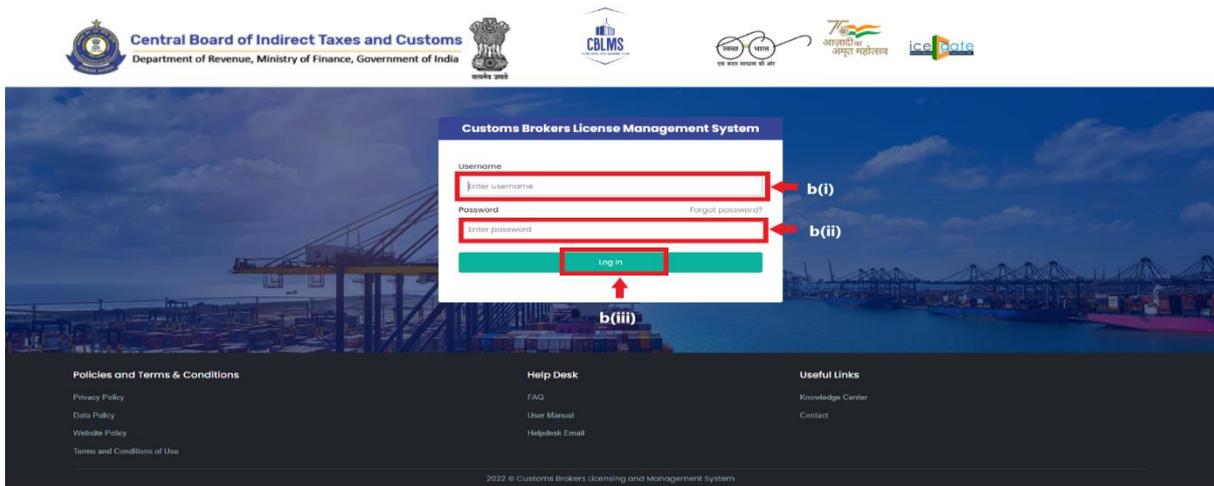
v. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.

vi. Click on the Confirm button to confirm the login.
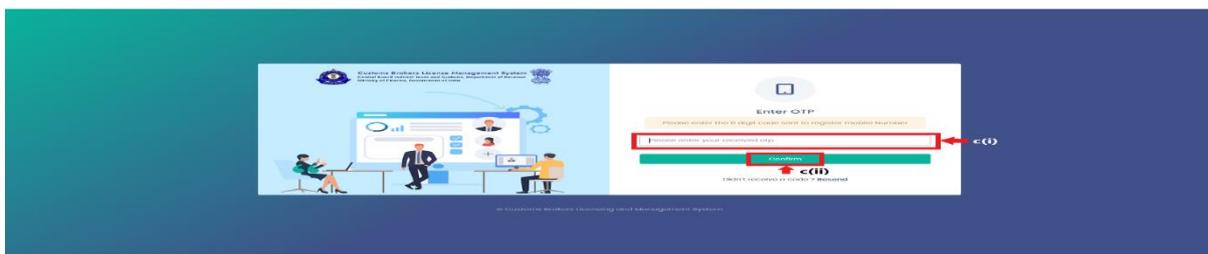
c. On successful login into the portal, the following screen will appear. Click on the "Application form" Menu as highlighted below for initiating the process of Applying for G-Category Examination

d.   On clicking the "Application Form" button, drop down list will be displayed wherein the CB needs to select "G-Category Examination"
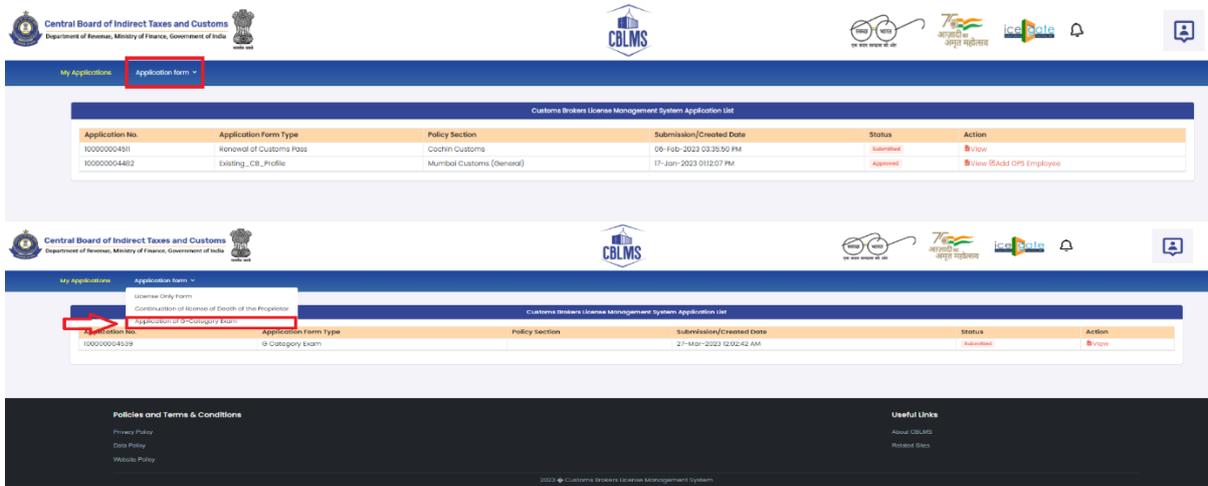
e.   On clicking the "G-Category Examination" button, the following application page will be displayed wherein the CB needs to populate the form with details.
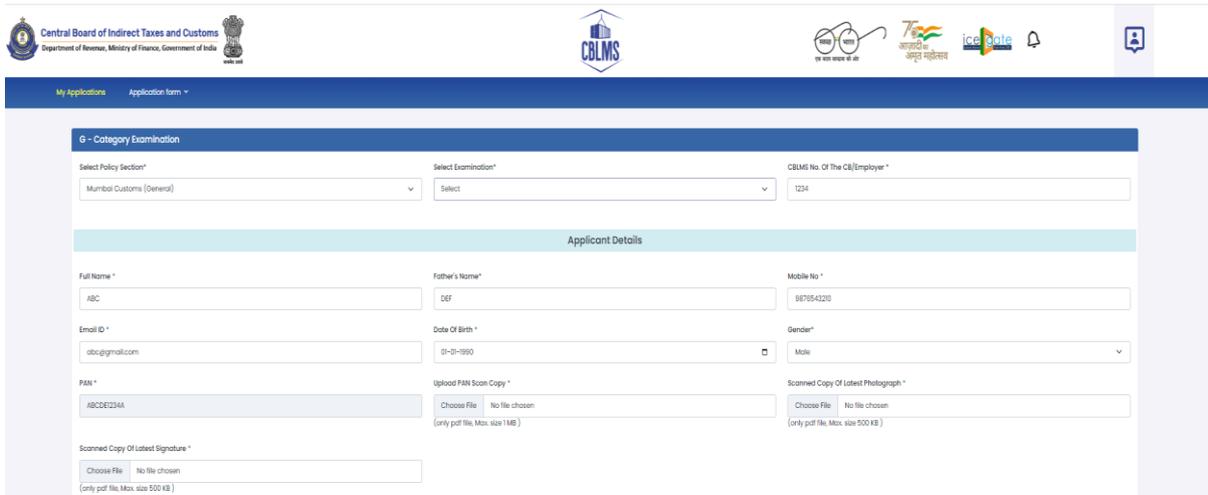
f. Applicant Details

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*)

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

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)*

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

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

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