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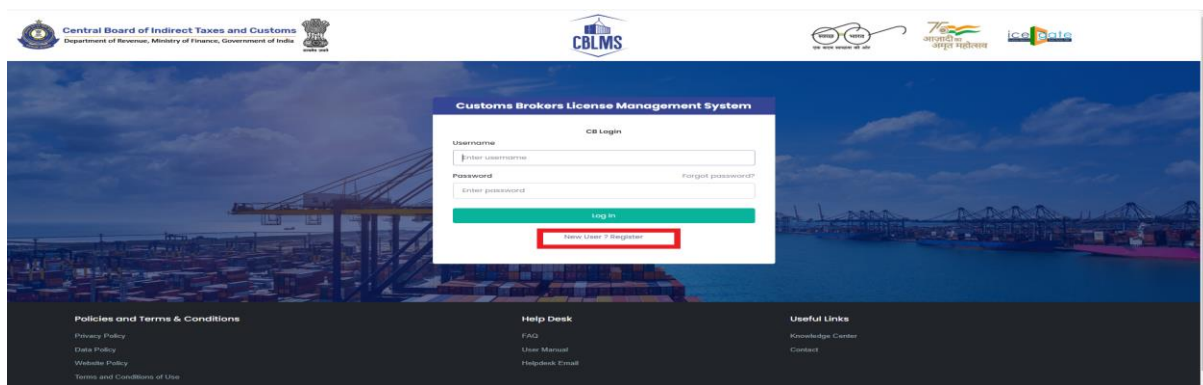
   a**. Registration for New User:**
   If the applicant does not have login credentials of CBLMS portal, then the applicant can create their login credentials by registering as New User on the portal, following the steps below:

   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.
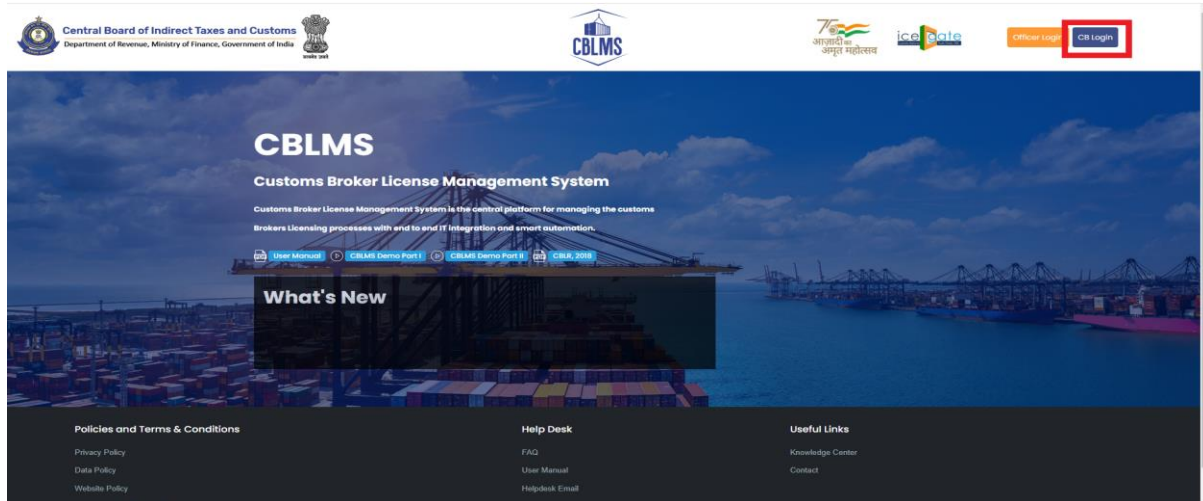
On clicking the "CB login" button on the homepage, the following page will be displayed

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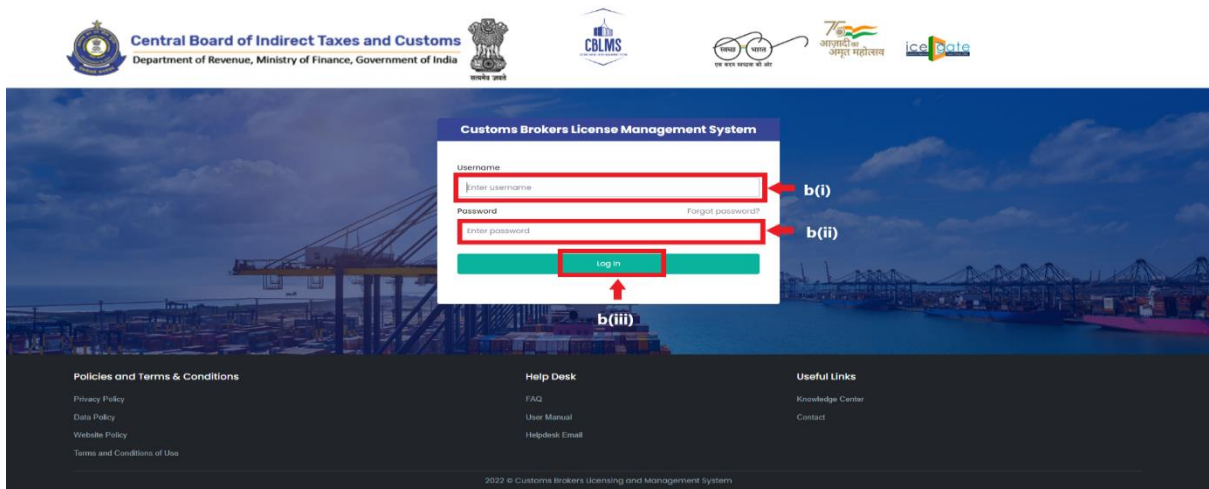
v. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.

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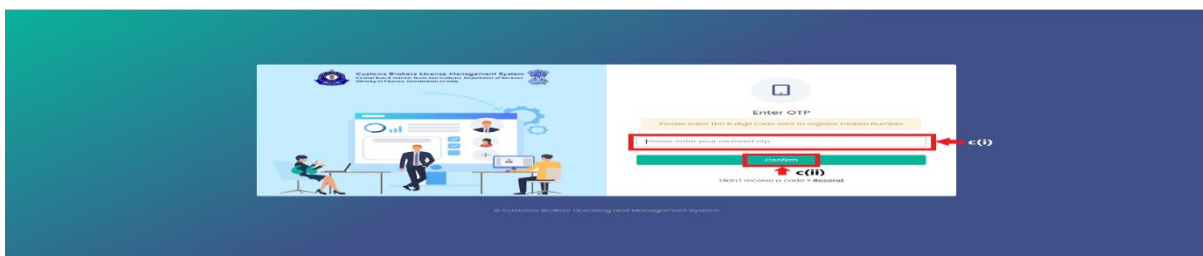
c. On successful login into the portal, the following screen will appear. Click on the "Application form" Menu as highlighted below for initiating the process of Applying for G-Category Examination

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