



भारत सरकार

Government of India

सीमा शुल्क प्रधान आयुक्त का कार्यालय

Office of the Principal Commissioner of Customs

नोएडा सीमा शुल्क आयुक्तालय/ Noida Customs Commissionerate

कॉन्कोर कॉम्प्लेक्स, ग्रेटर नोएडा/ CONCOR Complex, Greater Noida, UP- 201311

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F.No. : VIII(30)N-Cus/Policy/G Card Exam/07/23 / 2565

Dated:31.03.2023

DIN : 20230354ME000000EDBC

PUBLIC NOTICE NO. : 09/2023 dated 31.03.2023

It is proposed to hold a written examination on **07.05.2023** for issuance of G-Card under Regulation 13(5) of the Customs Brokers Licensing Regulations, 2018 (CBLR) for existing and valid 'H' card holders licensed/ registered in Noida Customs Commissionerate. The 'H' Cardholders should have been registered on or before **28.02.2023**, to be eligible to appear in the aforesaid examination. Only four attempts are allowed from the date of appointment as 'H' Card holder, as per Regulation 13(5) of CBLR, 2018.

2. An initiative has been taken by Noida Customs Commissionerate to facilitate the applicants, by way of scheduling the exam and receiving applications for the exam through **online mode only** on the CBLMS portal (<https://cblms.gov.in>).
3. A User Manual incorporating the steps to be followed by the applicants for getting registered as a 'NEW USER' on the portal and, subsequently, for submitting their applications is annexed to this Public Notice, available on the Departmental/ Customs website: www.noidacustoms.gov.in and the Notice Board of Noida Customs Commissionerate. Desirous candidates meeting the above eligibility criteria are requested to follow the instructions contained in the Manual carefully to avoid any errors/misdeclaration in the applications.
4. For payment of fees, TR-6 Challan of Rs. 500/- as 'Examination Fee' paid in favour of the COMMISSIONER CUSTOMS AND C EX NOIDA is to be uploaded in the application form as explained in the Manual.
5. The portal will be active for accepting applications for the exam from **04.04.2023 till 19.04.2023** only. After scrutiny of applications, a list of eligible candidates will be displayed on or before **27.04.2023** on the website www.noidacustoms.gov.in and the Notice Board of Noida Customs Commissionerate. Admit cards to the eligible candidates will be issued through the portal from **01.05.2023 to 04.05.2023**. Candidates are informed that they would not visit any Branch of Noida Customs Commissionerate for admit cards.
6. The written examination will be conducted on **07.05.2023** in offline mode. Venue and time of Exam will be declared in the Examination Schedule which will be accessible to the

applicants through their login credentials from **04.04.2023** on the portal. The venue and time may be confirmed from the Notice Board and the departmental website as well.

7. **No application form in manual mode shall be received in Policy Branch or elsewhere in the Commissionerate.**

8. Before submitting the application, the applicant must ensure the correctness/ completeness of the details filled in the application, as incorrect/incomplete applications 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.

9. The 'G' card examination shall comprise of a written examination in the form of Multiple Choice Questions (MCQ) and the minimum qualifying marks will be 60%. 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 baggages are cleared through Customs. The applicants have the option to answer either in Hindi or English. Results of the written examination will be declared within one month from the date of examination on the portal.

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

11. 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 would be treated as disqualified from the examination and, in addition, will also be liable for appropriate action under the provisions of CBLR, 2018 / or any other law for the time being in force.

12. The decision of the Principal Commissioner, Noida Customs shall be final in all respects for the examination.



31.03.2023

(JOGIRANJAN PANIGRAHI)

PR. COMMISSIONER OF CUSTOMS
(Noida Customs Commissionerate)

Copy for information and necessary action to:

1. The Chief Commissioner, CCO Meerut Zone, Meerut.
2. The Deputy/ Assistant Commissioner of Customs (Systems), Noida Customs Commissionerate with a request to upload the Public Notice on the website www.noidacustoms.gov.in
3. The DC/AC, CFS- Albatross, CMA-CGM, Startrack, All Cargo, CONCOR, ICDs – Moradabad, Loni, Rori, Pantnagar, Kashipur, Khurja, for information.
4. The Customs Broker Association, for information.
5. Notice Board.
6. Guard File.

Deputy Commissioner (Policy)
Noida Customs Commissionerate.



USER MANUAL – G CATEGORY EXAMINATION

(PART I)

Scheduling and Application

2. 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(c)(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

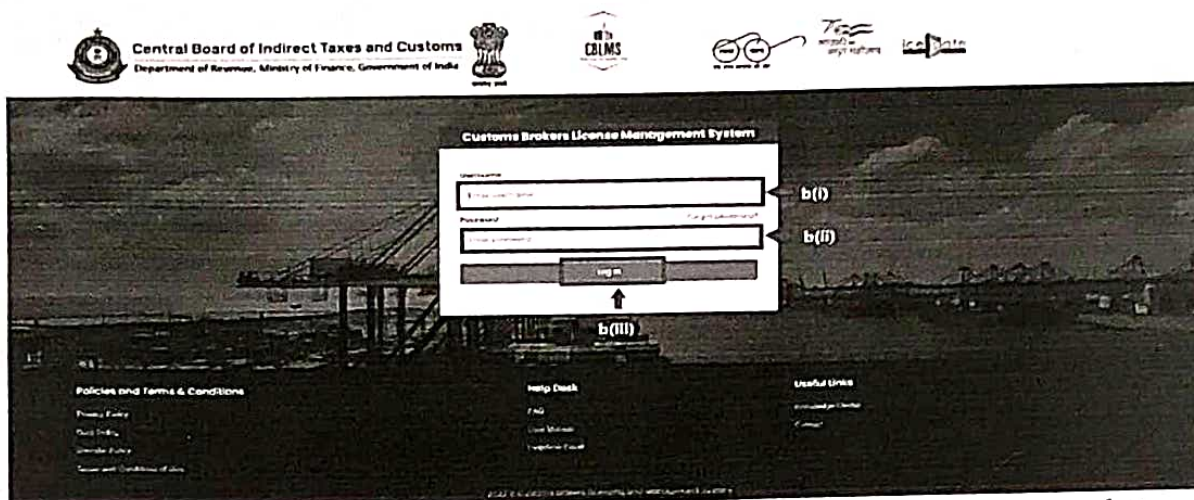
iv. "New User Registration" page details:

- **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)

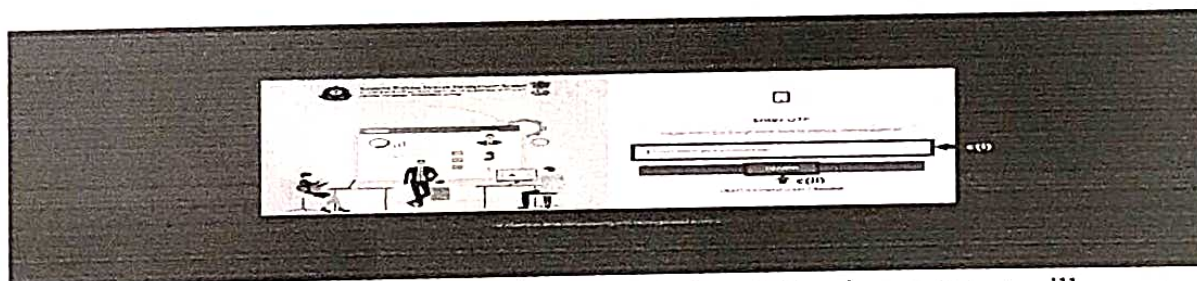
- **PAN:** Enter the PAN number of the applicant
- v. Click on Submit to create the login credentials of the applicant on the CBLMS portal.

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

Central Board of Secondary Education and Certificate Examinations of Schools, Ministry of National Education of India						CBSE Logo		CBSE Logo		CBSE Logo	
Application Form											
Central Board of Secondary Education and Certificate Examinations of Schools, Ministry of National Education of India											
Application No.	Application Form Type	Policy Section	Examination/Exam Date	Subject	Section						
1234567890	Secondary & Certificate Examinations	Central Board Examinations (CBSE)	12th Class - 2023-24	Mathematics	Section - 1						
1234567890	Secondary & Certificate Examinations	Central Board Examinations (CBSE)	12th Class - 2023-24	Mathematics	Section - 1						

[illegible]

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 shows the 'Application Form' interface for CBLMS. It includes the following sections and fields:

- Scanned Copy Of Latest Photograph:** A file upload area with a 'Choose File' button and a 'No file chosen' status.
- Scanned Copy Of Latest Signature:** A file upload area with a 'Choose File' button and a 'No file chosen' status.
- Permanent Address:**
 - Address Line 1 *
 - Address Line 2 *
 - District *
 - State * (dropdown menu)
 - Pincode *
 - Upload Permanent Address Proof? (checkbox)
 - Choose File / No file chosen
- Present Address:**
 - Same As Permanent Address (checkbox)
 - Address Line 1 *
 - Address Line 2 *
 - District *

- 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.

The screenshot shows the 'Application form' for 'Permanent Address' in the CBLMS system. The form includes fields for 'Address Line 1', 'Address Line 2', 'District', 'State' (a dropdown menu), 'Pincode', 'Customs Pass No.' (a dropdown menu), and 'Validity Of Customs Pass' (a dropdown menu). There are two file upload sections: 'Upload Present Address Proof' and 'Scanned Copy Of Customs Pass', both with 'Choose File' and 'No file chosen' buttons and a note '(only pdf file, Max. size 10 MB)'. A 'Date Of Issue Of Customs Pass' field is also present with a date picker set to 'dd-mm-yyyy'. The top of the page features the Central Board of Indirect Taxes and Customs logo, the CBLMS logo, and several utility icons.

Customs Pass No.: Enter the Customs Pass no of the applicant

- xvi. **Date of issue of Customs Pass:** Enter the date of issuance of the customs pass of the applicant

- xvii. **Validity of Customs Pass:** Enter the validity date of the Customs Pass of the applicant.

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



My Applications

Application form

(only pdf file, Max size 1 MB)

Educational Qualification*

Select

Upload Education Qualification Certificate/Proof*

Choose file

No file chosen

(only pdf file, Max size 1 MB)

4 Add Education Certificate

Date Of Appointment

dd-mm-yyyy



Upload Letter Of Appointment*

Choose file

No file chosen

(only pdf file, Max. size 1 MB)

Number Of Earlier Attempts For G-Card Examination *

Payment Details

- xix. **Educational Qualification:** Select the educational qualification of the applicant from the drop down menu
- xx. **Upload Educational Qualification Certificate/Proof:** Upload the scanned copy of the certificate/proof of educational qualification of the applicant.
- xxi. **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.
- xxii. **Date of Appointment:** Enter the date of appointment with the current employer of the applicant
- xxiii. **Upload letter of appointment:** Upload the appointment letter of the applicant with his/her current employer
- xxiv. **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.

xxv. **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	
2023(7023-03-29 00:01:00 - 2023-04-29 23:59:00)	
Exam	1234
CBLMS NO	ABC
Full Name	DEF
Father's Name	
Mobile No	9876543210
Email ID	abc@gmail.com
Date Of Birth	01 January 1990
Gender	Male
PAN	ABCDE1234A
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