F.No. GEN/04/2021-CBS   Date: 22.01.2025

DIN No. 2025017700000000 FB79

PUBLIC NOTICE No. 33 /2024-25

Subject: Conduct of 'G' category examination for the year 2025 under Regulation 13 (5) of CBLR, 2018 by the Mumbai Customs Broker Policy Section to be held on 04.05.2025 - Reg.

....

Applications are invited from all the stakeholders to appear in written examination for issuance of G-Card under Regulation 13(5) of the Customs Brokers Licensing Regulations, 2018 (CBLR), as amended. A copy of said regulation is available on (www.nacin.gov.in) and (www.cbic.gov.in). The examination will be conducted in offline mode on **04.05.2025 (Sunday)**.

2. ELIGIBILITY:

2.1. Valid 'H' card holders, duly approved by the Deputy Commissioner of Customs or Assistant Commissioner of Customs, Customs Broker Section, Mumbai under CBLR, 2018, as amended, issued on or before 13.02.2025 are eligible to appear in the aforesaid examination. As per regulation 13(5) of CBLR, 2018, only four attempts are available to the candidate from the date of appointment as 'H' Card holder.

2.2. An employee of Authorized Couriers (duly approved by Dy./Asst. Commissioner of Customs, Mumbai) having a valid ID Card issued on or before 13.02.2025 are eligible to appear in the aforesaid examination. Only four attempts are allowed from the date of appointment as employee of Authorized Courier.

3. MODE OF APPLICATION:

3.1 For H card holder: - The application has to be submitted through the CBLMS portal only **(https://cblms.gov.in)** under the tab *<Examination/G category Examinations/Mumbai Customs>* by clicking on Apply. A User Manual on CBLMS portal is available incorporating the steps to be followed by the applicants for getting registered as a NEW USER'. The CBLMS portal will be active for accepting applications for the exam from 23.01.2025 (from 09:30 a.m) till 14.02.2025 (by 06.00 p.m) only. No application form in manual mode shall be accepted.

3.2. For employees of Authorized Couriers: - The application has to be submitted in offline mode either by hand or through speed post from 23.01.2025 (from 09:30 a.m) till

14.02.2025 (by 06.00 p.m) in the format enclosed as **Annexure-A**. In case of Registered/ Speed post the application should be sent to **"The Deputy Commissioner of Customs, Customs Broker Section, 3rd Floor, New Customs House, Ballard Estate, Mumbai-400001"** and in case of delivery by hand it must be submitted in **SEVOTTAM, Ground Floor, New Customs House** only.

4 . OTHER INSTRUCTIONS WITH REGARDS TO THE APPLICATION AND EXAMINATION:

4.1   No application form in manual mode shall be received in the Policy section or elsewhere in the Commissionerate except in the case of employees of Authorized Couriers.

4.2   Before submitting the application, applicant should ensure the correctness/ completeness of the application in all aspects including the formats of the photograph and signature. Incomplete applications shall be summarily rejected without any notice/deficiency memo. No correspondence in this regard shall be entertained by this office.

4.3 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. The mode of payment shall be either online through the CBLMS portal or offline (for authorised courier employee) through TR-6 Challan in Cash Section, New Custom House, Mumbai.

4.4 The applicants have to submit a self-declaration to affirm that he/she has not exhausted **04 (four) attempts of G-card examination** since his appointment as 'H' card holder at any of the Customs Broker. Prescribed format for the said self declaration is annexed with this Public Notice as **Annexure-B**.

5. LIST OF ELIGIBLE CANDIDATE:
5.1 For H card holder: - A list of eligible candidates will be displayed on or before 28.03.2025 on the website www.cblms.gov.in & www.mumbaicustomsZone1.gov.in. Admit cards containing the details of venue, examination date & time to the eligible candidates will be issued through the CBLMS portal from 14.04.2025 to 21.04.2025. No admit card will be issued through offline mode.

5.2 Employees of Authorized Couriers: - A list of eligible candidates will be displayed on or before 28.03.2025 on the website www.mumbaicustomszone1.gov.in. Admit cards containing the details of venue, examination date & time to the eligible candidates will be

issued manually from 14.04.2025 to 21.04.2025 (06.00 PM). The eligible candidates either in person or through their duly authorized representative need to collect the Admit Card from Customs Broker Section, 3rd Floor, New Custom House, Ballard Estate, Mumbai-400001. Eligible candidates or their authorized representatives are advised to carry a valid photo Identity card along with authorisation letter in order to collect the admit cards. No admit card shall be issued after the prescribed period.

6. EXAMINATION PATTERN:

6.1 The 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 date of examination is **04.05.2025 (Sunday)**.

6.2 The examination shall be such as to ascertain the adequacy of knowledge of candidates regarding the provisions of Acts/Rules/ Regulations subject to which goods and baggage are cleared through Customs. The question paper will be bilingual i.e. in Hindi or in English.

6.3 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%)

6.4. Results of the written examination will be declared on the website www.cblms.gov.in & www.mumbaicustomsZone1.gov.in.

7. ADVISORY FOR APPLICANTS FOR USE OF UNFAIR MEANS AND MISSTATEMENT OF INFORMATION:

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

7.2 Use of any unfair means in the examination is strictly prohibited and action shall be taken against persons found indulging in unfair practices as per law.

7.3 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 for appropriate action under the provisions of CBLR, 2018 / or any other law for the time being in force.

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

8. This issues with the approval of the Principal Commissioner of Customs (G), Mumbai Customs Zone-I.

(Harish R. Rao)
Dy. Commissioner of Customs
Customs Broker Section,
New Custom House, Mumbai

Enclosures:

i. Annexure-A (Format for application for the employees of Authorized Couriers)

ii. Annexure-B (Prescribed format for the said self-declaration)

iii. Annexure-C (Details of issues that may occur while filing application on CBLMS portal)

iv. User Manual.

To

(i)   All the Pr. Commissioners/ Commissioners of Customs, Mumbai Customs, Zone-I, II and III.
(ii)   BCBA (Brihanmumbai Customs Brokers Association).
(iii)   The Deputy Commissioner of Customs, EDI, Mumbai Customs, Zone-I with a request to upload the same on the website of Mumbai customs, Zone-I.
(iv)   The DC/ CBLMS for necessary action.
(v)   Notice Board.

Copy submitted to:

(i)   The Sr. P.S to the Chief Commissioner of Customs, Mumbai Customs, Zone-I.
(ii)   The Sr. P.S to the Pr. Commissioner of Customs (General), Mumbai Customs, Zone-I.

(Harish R. Rao)
Dy. Commissioner of Customs
Customs Broker Section,
New Custom House, Mumbai

Annexure-A

APPLICATION FOR G-CARD CATEGORY EXAMINATION-2025 UNDER REGULATION 13 (5) OF CBLR,2018 TO BE CONDUCTED ON 04.05.2025 **(To be filled in BLOCK letters)**	CANDIDATE'S SELF ATTESTED PHOTOGRAPH (along with 2 extra photos)

1.	Name of the applicant	
2.	Name and address of the Authorised Courier (along with Registration number) under whom applicant is working.	
3.	ID No. as mentioned on the ID card provided by the Authorised Courier under whom applicant is working (enclose self-attested copy	
4.	Educational certificate (10+2 or equivalent) (enclose self-attested copy)	
5.	Aadhar card copy (enclose self-attested copy)	
6.	PAN card copy (enclose self-attested copy)	
7.	Date from which working with present Authorised Courier	
8.	Residential Address for correspondence	
9.	Mobile Number	
10.	e-mail ID	
11.	Details of earlier attempts, if any, mention year of written (enclose self-declaration in original)	

DECLARATION

I, hereby declare that the information furnished above is true and correct. I am aware that, if any information furnished above is found to be incorrect at any stage, I would be liable for action as per rules in force and disqualification from the examination.

Signature of the Applicant

<u>**Annexure-B**</u>

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 of the Applicant:

<u>**Annexure-C**</u>

CLARIFICATION FOR FILLING CBLMS APPLICATION

All desirous candidates may refer to the following clarifications before filling their application form:

Issue 1: Error message received a "G-category-examinations application is not allowed on this profile"

This error is generated when the application for G-category examination is being filled up from the CB profile. The Customs Broker cannot login using their own credentials and fill the application form on behalf of their employees.

As mentioned in User Manual for G-category examination, every H-card holder who wishes to apply for the aforesaid examination needs to create a self CBLMS Login and

then fill the application Form using his/her respective CBLMS login credentials.

Issue 2: What to fill in the field CBLMS ID of the Customs Broker of the application form and where to find it.

Every Customs Broker once registered on CBLMS portal has been assigned a unique CBLMS ID which looks like 2023MUMBO0001. Hence, every H-card holder who wishes to apply for the aforesaid examination needs to fill the CBLMS ID of their employer (Customs Broker). This CBLMS ID may be found out by entering the PAN card details or name of their Customs Broker on the l ink https://cblms.gov.in/search_cb_detail and mention the same in their application form.

Issue 3: Can H-card holder of any other Customs Commissionerate other than Mumbai Customs Commissionerate apply for the aforesaid examination.

Only H-card holders registered/ licensed in Mumbai Customs Commissionerate can apply for the aforesaid examination.

Issue 4: where to upload self-declaration on the number of attempts applicant has availed of.

Field marked as "Any Other Relevant Document"

Issue 5: Where to upload Aadhaar Card.

Attention is invited to Regulation 13 (3) of CBLR, 2018 which stipulates that an employed person by Customs Broker shall possess the Aadhaar number issued to him/her. Hence, applicants are required to present their Aadhar card as & when required to the satisfaction of competent authority. The Aadhar card should have been issued before the date of issuance of this Public Notice.

NOTE:

   i. All the documents uploaded on portal/submitted through Sevottam should be self-attested at the time of submission.
   ii. All the documents have to be submitted along with the application form between 23.01.2025 to 14.02.2025 upto 06:00 PM. Applications received after the stipulated date and time shall be summarily rejected.
   iii. Candidates are directed to go through this Public Notice carefully and the applicants must ensure the correctness/completeness of the details filled in the application before submitting 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.

USER MANUAL – G CATEGORY EXAMINATION

Application

INDEX

Sr No.	Topic	Pg. No.
1	Application for appearing in G-Category Examination by Customs Broker/Applicant	3

1(a)	Registration of New User	3
1(b)	Login	6
1(f)	Applicant Details	8
1(h)	Preview and final submission	12

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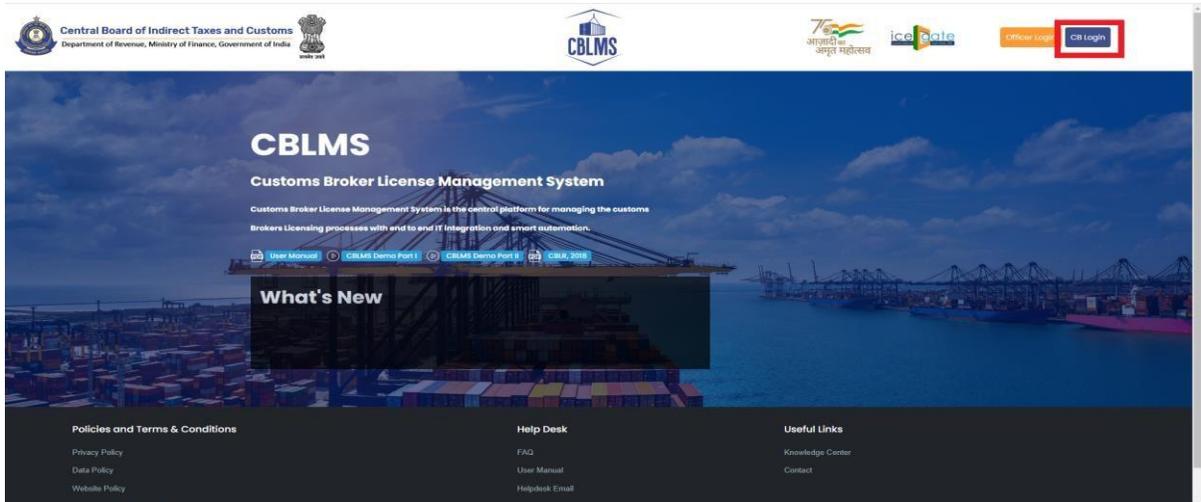
On clicking the "CB login" button on the homepage, the following page will be displayed
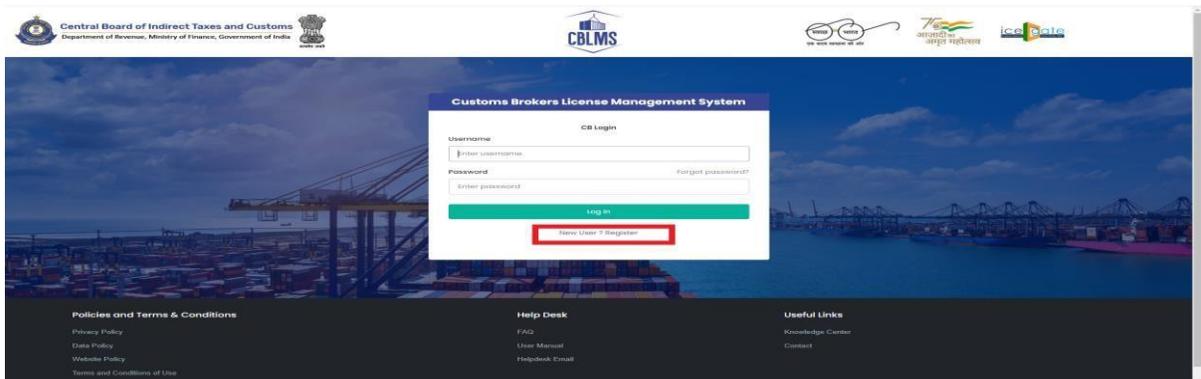
ii. Click on "New user? Register" as highlighted in the screenshot above.

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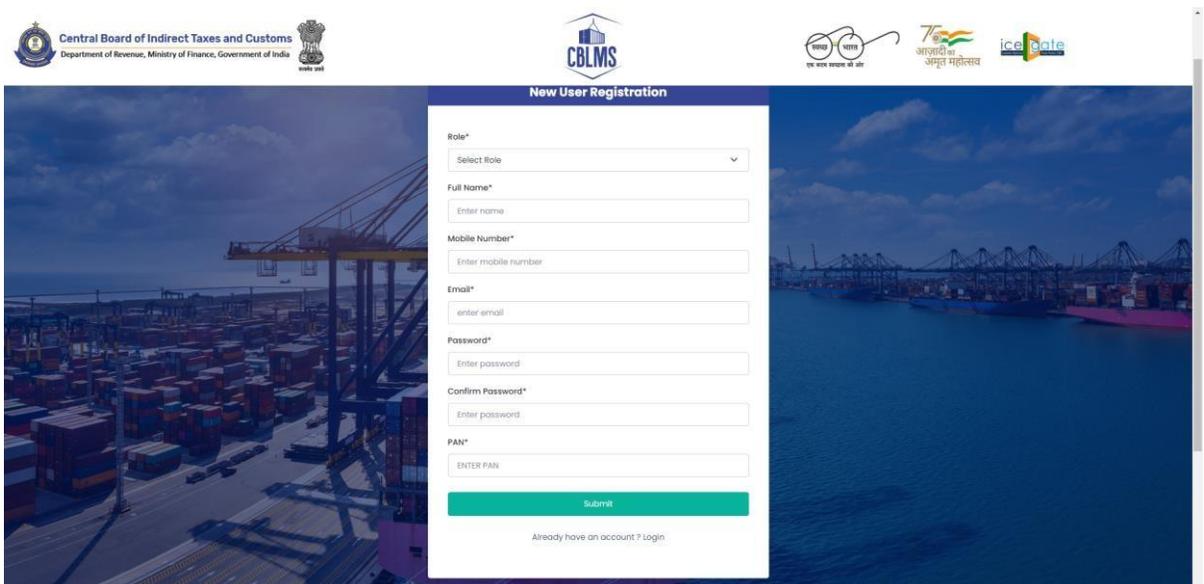
iv. "New User Registration" page details:

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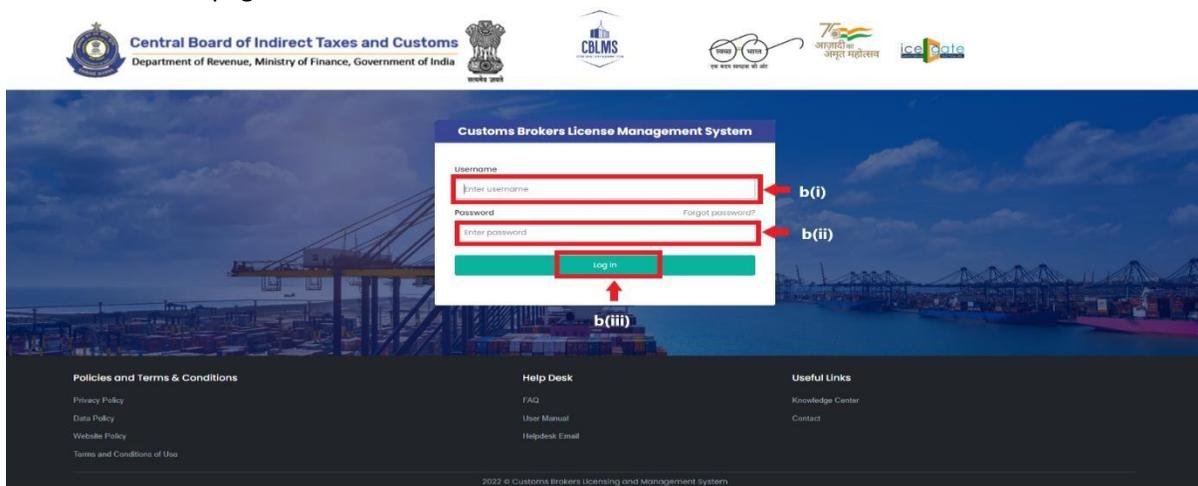
v.   Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.

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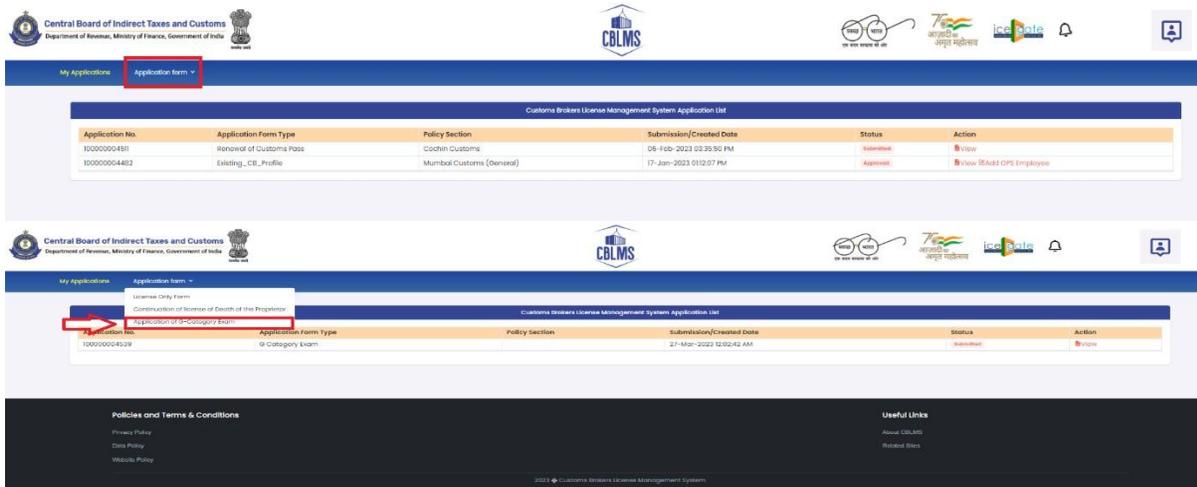
e. On clicking the "G-Category Examination" button, the following application page will be displayed wherein the CB needs to populate the form with details.

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