



कार्यालय, प्रधान आयुक्त सीमा शुल्क, नया सीमा शुल्क भवन, बालाजी मंदिर के  
पास, कांडला - (गुजरात)  
**OFFICE OF THE COMMISSIONER OF CUSTOMS: KANDLA**  
**NEW CUSTOMS BLDG. NR. BALAJI TEMPLE, KANDLA-370210**  
**(GUJARAT)**

DIN - 20250671ML000000C634

Date: 21-06-2025

gujaratcustoms.gov.in/  
Kandla - public - notice -  
circular

**PUBLIC NOTICE NO.07/2025**

**Sub: Conduct of G- Category Examination for the year 2025 under Regulation 13(5) of CBLR, 2018 by Kandla Customs Commissionerate- Reg.**

Kind attention of all stakeholders is invited to the fact that this office shall be conducting a written Examination on **21.07.2025** for issuance of **G- card** under Regulation 13(5) of the Customs Brokers Licensing Regulations, 2018 (CBLR, 2018) for existing 'H' Card holders, issued by Kandla Custom, as on **20.06.2025**. **Only four attempts** are allowed from the date of appointment as 'H' Card holders as per Regulations 13(5) of CBLR, 2018.

**2. Examination mode and other relevant details:**

i. The applications for the aforesaid Examination have to be made through online mode only on the CBLMS portal ([www.cblms.gov.in](http://www.cblms.gov.in)) under the tab Examination/ G- category Examination/ Kandla Customs by clicking 'Apply'.

ii. A User Manual with the name as "User Manual for G- Category Examination Application" is enclosed with this Public Notice, incorporating the steps to be followed by the applicants for getting registered as a 'New User'. Desirous candidates are requested to follow the instructions contained in the said "User Manual" carefully to avoid any errors/mis-declarations in their applications.

iii. The CBLMS portal shall remain active for accepting applications for the examination for the period from **26.06.2025 till 08.07.2025** only. After scrutiny of applications, a list of eligible candidates shall be displayed on or before **14.07.2025** on the departmental website and CBLMS website [www.cblms.gov.in](http://www.cblms.gov.in). Admit cards to the eligible candidates shall be issued through the CBLMS portal from **16.07.25 to 18.07.2025**. Candidates are hereby informed that they are not required to visit any Section of Kandla Customs for receiving the Admit Cards.

iv. Before submitting the applications, the applicants must ensure the correctness/ completeness of the details filled in the application, as incorrect/ incomplete shall be rejected without any Notice/ Deficiency Memo issued to the applicant. No correspondence in this regard shall be entertained by this office and it is hereby informed that incomplete/ incorrect application shall be summarily rejected without assigning reasons.

v. No application in Manual mode shall be received in the Hqtrs Customs Brokers Section or elsewhere in the Commissionerate.

vi. Documents to be uploaded along with the application:

- Copy of H card issued by Kandla Customs
- TR- 6 Challan/ Bills for Miscellaneous charges
- Self declaration regarding no. of attempts.

### 3. **Payment of Fees:**

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

### 4. **Examination details and paper pattern:**

The 'G'- Card Examination shall be a two hour duration Written Examination in the form of Multiple Choice Questions (MCQs) for total 300 marks, and the minimum qualifying marks will be 180 viz. 60% of Total 300 marks. The Examination shall be conducted so as to ascertain the adequacy of knowledge of such person regarding the relevant procedures of Customs Act/ Allied Acts/ Rules/ Regulations and relevant procedure 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.

The written Examination shall be conducted on **21.07.2025 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 from **16.07.2025 to 18.07.2025**. The venue and time may also be confirmed from the Departmental website and [www.cblms.gov.in](http://www.cblms.gov.in). The pattern of the Exam shall be as follows:

No. of questions: 100

Marking scheme: +3 marks for each correct answer

-1 mark for each incorrect answer

0 mark for unattempted questions

Maximum Marks: 300

Qualifying marks: 180 (60% for maximum marks)

### 5. **Documents to be carried at Exam Centre:**

All eligible candidates shall bring **in original their Admit Card and Aadhar Card or any other Government issued Photo identity proof** on the Examination Date to the respective Exam Centre, failing which they shall not be permitted to appear in the Examination.

### 6. **Advisory for applicants against 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 would result in immediate removal of the candidate from Examination Centre and further action in terms of the provisions of law.

ii. It may be noted that if any suppression or 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, shall 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 Commissioner of Customs, Kandla, shall remain final in all respects related to this Examination.

Commissioner

Digitally signed by  
M Ram Mohan Rao  
Date: 21-06-2025  
10:20:34

Kandla Customs

Encl: As above

Copy to:

1. The Chief Commissioner of Customs, Gujarat Zone,
2. All AC/ DCs of field formations for wide publicity in their jurisdiction,
3. The Superintendent (System) to upload on website.
4. Kandla Custom Broker association,
5. Notice Board and
6. 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.

Signature of the Applicant

Name:

DoB

Place:

Date:



**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:

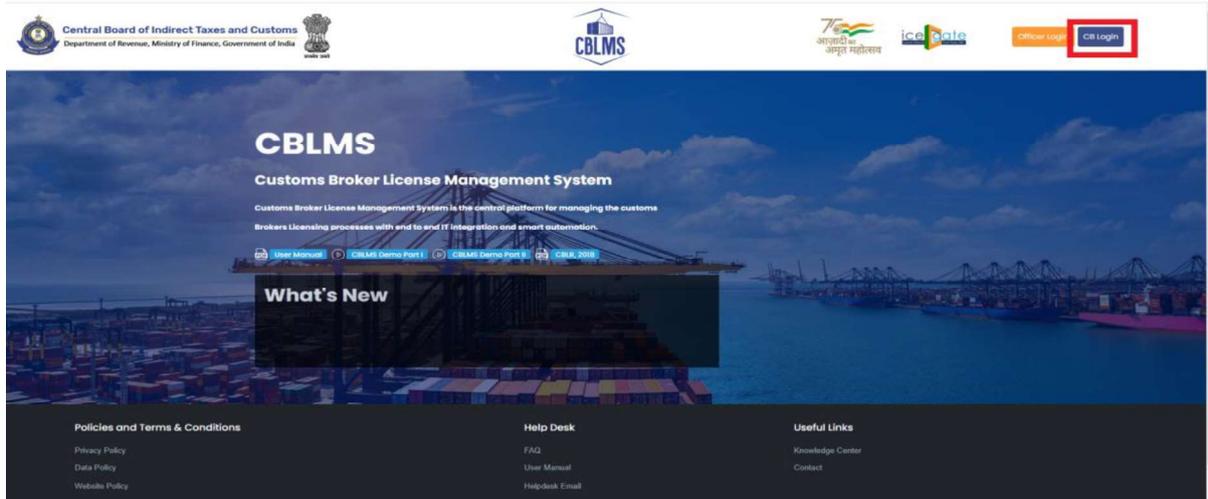
### **1. APPLICATION FOR APPEARING IN THE G-CATEGORY EXAMINATION (CUSTOMS BROKERS/APPLICANT):**

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

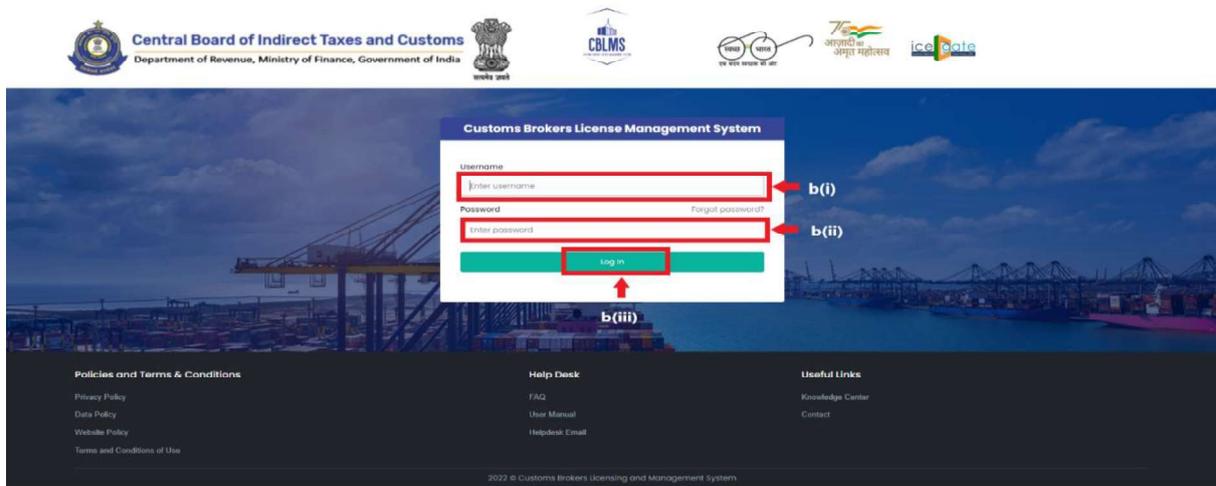
iv. “New User Registration” page details:

- **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

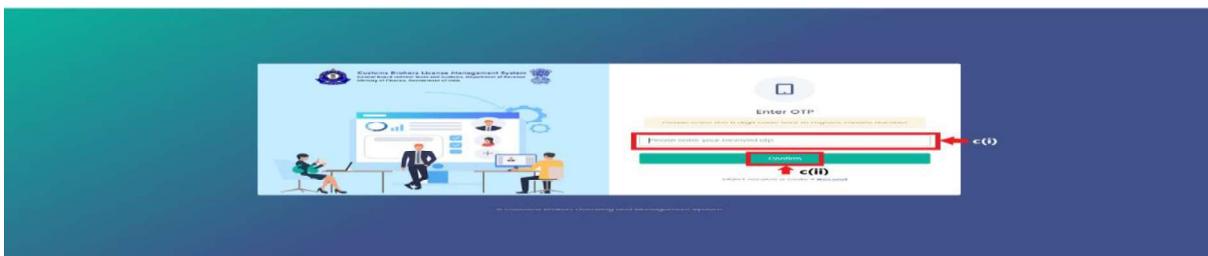
v. Click on Submit to create the login credentials of the applicant on the CBLMS portal.

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”

The first screenshot shows the 'Customs Brokers License Management System Application List' with the following data:

Application No.	Application Form Type	Policy Section	Submission/Created Date	Status	Action
10000000481	Renewal of Customs Pass	Coast Customs	01-Feb-2023 03:26:50 PM	Submitted	View
10000000482	Existing_CB_Profile	Mumbai Customs (General)	17-Jan-2023 09:27 PM	Approved	View <a href="#">View CB's CB Profile</a>

The second screenshot shows the 'Application Form' dropdown menu with 'Application of G-Category Exam' selected.

- 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.

The 'G - Category Examination' form contains the following fields:

- Select Policy Section\*: Mumbai Customs (General)
- Select Examination\*: Select
- CBLMS No. of the Cb/Employer\*: 1234
- Applicant Details:
  - Full Name\*: ABC
  - Father's Name\*: DEF
  - Mobile No\*: 9876543210
  - Email ID\*: abc@gmail.com
  - Date of Birth\*: 01-01-1990
  - Gender\*: Male
  - PAN\*: ABCDE1234
  - upload PAN Scan Copy\*: Choose File | No file chosen (only pdf file, Max. size 1MB)
  - Scanned Copy of Latest Photograph\*: Choose File | No file chosen (only pdf file, Max. size 500 KB)
  - Scanned Copy of Latest Signature\*: Choose File | No file chosen (only pdf file, Max. size 500 KB)

## 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 the Central Board of Indirect Taxes and Customs (CBLMS). The form includes the following fields and sections:

- 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 appears to be a typo for 'jpeg').
- 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 appears to be a typo for 'pdf').
- Permanent Address \***: A section containing:
  - Address Line 1 \***: A text input field.
  - Address Line 2 \***: A text input field.
  - District \***: A text input field.
  - State \***: A dropdown menu with 'Select' as the current selection.
  - Pincode \***: A 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\***: A section with a checkbox labeled 'Same As Permanent Address'.
- Address Line 1 \***: A text input field.
- Address Line 2 \***: A text input field.
- District \***: A 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

- 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.

The screenshot shows the 'Payment Details' section of the CBLMS application form. It features a file upload area for 'Upload Copy Of Payment Challan' with a 'Choose File' button and a 'Preview & Submit' button. The page header includes the Central Board of Indirect Taxes and Customs logo and the CBLMS logo.

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

The screenshot shows the 'G - Category Examination View' page of the CBLMS application form. It displays a table of 'Applicant Details' with the following information:

Applicant Details	
Exam	2023(2023-03-29 00:01:00--2023-04-28 23:59:00)
CBLMS 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	<a href="#">View</a>
Scanned Copy Of Latest Photograph	<a href="#">View</a>
Scanned Copy Of Latest Signature	<a href="#">View</a>
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	<a href="#">View</a>