



Public Notice No.03/2025

Subject: **Conduct of G-category examination for the year 2025 under Regulation 13 of CBLR, 2018 by Shillong Customs Commissionerate – reg.**

Applications are invited from Indian Citizen to appear in online written examination for issuance of G-Card under Regulation 13(5) of the Customs Brokers Licensing Regulations, 2018 (CBLR) (as amended).

2. ELIGIBILITY: - As per the CBLR, 2018 the following persons are eligible to apply for the G card examination: -

- 2.1.** A valid H card holder, duly approved by the Deputy Commissioner of Customs or Assistant Commissioner of Customs, Shillong Customs (P) Commissionerate under CBLR, 2018 (as amended) as on 31.03.2025. 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.

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/Shillong Customs** by clicking on Apply.

- 3.2.** A User Manual on CBLMS portal as “User Manual for G-Category Examination Application” (<https://cblms.gov.in>) under the tab ‘Knowledge Centre / Help, Manuals & FAQs/ User manual for G-Category Examination Application/ View’ 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 **05.06.2025** till **20.06.2025 (by 05.45 pm)** only. **No application form in manual mode shall be accepted.**

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

- 4.1.** Before submitting the application, applicant should ensure the correctness/ completeness of the application in all aspects including the formats of the photograph and signature, 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.
- 4.2.** TR-6 Challan of Rs. 500/- as Examination Fee' paid in favour of the Commissioner of Customs, Shillong Customs (P) Commissionerate, NER, Shillong has to be uploaded in the application form as explained in the User Manual.

- 4.3. Copy of H card/pass issued by the Deputy/ Assistant Commissioner of Shillong Customs (P) Commissionerate has to be uploaded with the application form as explained in the User Manual.
- 4.4. The applicants have to submit a self-declaration to affirm that he/she has not exhausted 4 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-A.

5. LIST OF ELIGIBLE CANDIDATES:

For H card holder: - A list of eligible candidates will be displayed on or before **07.07.2025** on the website www.cblms.gov.in & www.shillongcustoms.gov.in. Admit cards containing the details of venue, mode of exam, examination date & time to the eligible candidates will be issued through the CBLMS portal from **15.07.2025** to **25.07.2025**. **No admit card will be issued through offline mode.**

6. EXAMINATION PATTERN:

- 6.1. 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 150 i.e., 50% 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. Results of the examination will be declared on the CBLMS portal and on the website www.shillongcustoms.gov.in within one month from the date of examination.
- 6.2. A separate Public Notice will be issued informing the **Examination Date, Mode of exam, Venue and Time**. This Public Notice will be displayed on the departmental website i.e., www.shillongcustoms.gov.in and www.cblms.gov.in.
- 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	:	150 (50%)

7. DOCUMENTS TO BE CARRIED AT EXAMINATION CENTRES:

All the eligible candidates shall bring their valid 'H' card, admit 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.

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

- 8.1. 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.
- 8.2. 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.

- 8.3. The decision of the Assistant Commissioner of Customs (Technical), Customs (P) Commissionerate, NER, Shillong shall be final in all respects of the examination.

Enclosures:

- i. Annexure-A (Prescribed format for the said self-declaration)
- ii. Annexure-B (Details of issues that may occur while filing application on CBLMS portal)

[एरिक.सी. ललवाम्पुइया/ Eric C Lallawmpuia]
संयुक्त आयुक्त (तकनीकी)/Joint Commissioner (Tech)

Copy submitted to:

1. The Chief Commissioner of Customs, Guwahati Zone.

Copy to:

1. The Deputy Commissioner/ Assistant Commissioner of Agartala/ Aizawl/ Dhubri/ Dimapur/ Guwahati/ Imphal/ Karimganj/ Shillong/ ICP Sutarkandi & ICD Amingaon with a request to bring to the notice of all the concerned in their jurisdiction.
2. The Deputy Commissioner (Comp. & Trg. Branch) for uploading on website of Shillong Customs Commissionerate.
3. Notice Board.

ANNEXURE-A

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:

E-mail id:

ANNEXURE - B
CLARIFICATION FOR FILLING CBLMS APPLICATION

All desirous candidates may refer to the following clarification 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 2019SHLG00002. 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 link 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 Shillong Customs Commissionerate apply for the aforesaid examination.

Only H-card holders registered/licensed in Shillong Customs (P) 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 Aadhaar card as & when required to the satisfaction of competent authority. The Aadhaar card should have been issued before the date of issuance of this Public Notice.

NOTE:

- i. All the documents uploaded on portal should be self-attested at the time of submission.
- ii. All the documents have to be submitted along with the application form between **05.06.2025** till **20.06.2025 (by 05.45 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.