



कार्यालय प्रधान आयुक्त सीमा शुल्क
(पंजाब, हिमाचल प्रदेश एवं चंडीगढ़)
कस्टम हाउस, जी.टी. रोड, साहनेवाल लुधियाना-141120
**OFFICE OF THE PRINCIPAL COMMISSIONER OF
CUSTOMS**
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Dated:15-07-2025

PUBLIC NOTICE NO. 09/2025

Sub: Conduct of G-category examination for the year 2025 under Regulation 13(5) of CBLR, 2018 by the Customs Commissionerate, Ludhiana- Reg.

Kind attention is invited to all the stakeholders that this office will be conducting a written examination tentatively on **28th August, 2025** for issuance of G-card under Regulation 13 (5) of the Customs Brokers Licensing Regulations, 2018 (CBLR) for existing "H" Card holders as on 30.06.2025. It may please be noted that only four attempts are allowed from the date of appointment as '**H**' card holder, as per regulation 13 (5) of CBLR, 2018.

2. EXAMINATION MODE AND OTHER RELEVANT DETAILS:

- i. The applications for the aforesaid exam have to be made through online mode only on the CBLMS portal (<https://cblms.gov.in>) under the tab **Examination/G-category Examinations/Ludhiana Customs** by clicking on Apply link.
- ii. A User Manual with name as "**User Manual for G-Category Examination Application**" on CBLMS portal (<https://cblms.gov.in>) under the tab Examination/G-category Examinations/Ludhiana Customs is available incorporating the steps to be followed by the applicants for getting registered as a NEW USER' and is also annexed to this Public Notice. Desirous candidates are requested to follow the instructions contained in the User Manual carefully to avoid any errors/mis-declarations in the applications.
- iii. The CBLMS portal will be active for accepting applications for the exam from **25.07.2025 till 08.08.2025** only. After scrutiny of the applications, a list of eligible candidates will be displayed on or before **18.08.2025** on the CBLMS website www.cblms.gov.in and the notice board of Customs Commissionerate, Ludhiana. Admit cards to the eligible candidates will be issued through the CBLMS portal from **19.08.2025** onwards. Candidates are informed that they are not required to visit any Branch of Ludhiana Customs Commissionerate for the admit cards.
- iv. Before submitting the application, the applicant must ensure the correctness/completeness of the details filled in 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.

v. No application form in manual mode shall be received in Customs Broker Section (Technical) or elsewhere in the Commissionerate.

3. PAYMENT OF FEES:

After online payment , the proof of the online payment has to be uploaded in the application form as explained in the User Manual.

4. DOCUMENTS TO BE UPLOADED ALONG WITH THE APPLICATION:

- i. Copy of the current Customs Card (Form-H card as on 01.12.2024) as per Regulation 13 (3) of CBLR 2018;
- ii. Declaration of Employer regarding the antecedents and identity of the applicant as per Regulation 13 (3) of CBLR 2018;
- iii. Self-attested copy of the Certificates for proof of educational qualification as per Regulation 13 (3) of CBLR 2018;
- iv. Self-attested copy of Aadhar Card as per Regulation 13 (3) of CBLR 2018;
- v. An online payment proof;
- vi. Self – Declaration regarding number of attempts.

5. EXAMINATION DETAILS AND PAPER PATTERN:

i. 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 180 i.e. 60% 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 written examination will be declared on the CBLMS portal within one month from the date of examination.

The written examination will be conducted on 28.08.2025 in offline mode. Venue and time of Exam will be declared in the Hall Ticket, which will be accessible to the applicants through their login credentials on CBLMS portal from 18.08.2025 onwards. The venue and time may also be confirmed from the notice board of the Customs Commissionerate, Ludhiana and **www.cblms.gov.in**.

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. DOCUMENTS TO BE CARRIED AT EXAMINATION CENTRES:

All eligible candidates shall bring their Hall Ticket and Aadhar Card on the examination date to their respective examination centers, failing which they shall not be permitted to appear in the examination

7. ADVISORY FOR APPLICANTS FOR 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 as permitted under law.
- ii. 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.
- iii. All the Customs Brokers are directed to ensure that the information furnished by them about sponsored candidates in the application are true. Any mis-declaration will be viewed seriously and suitable action will be taken in accordance with the provisions of CBLR, 2018 or any other law for the time being in force.

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

This issues with the approval of Competent Authority.

Digitally signed by
Jitender Singh
(Jitender Singh)
Date: 15-07-2025
17:46:44 Commissioner

Enclosures:

1. User Manual for G-Category Examination Application.
2. Self-declaration form for earlier attempts.

Copy to:

1. The Chief Commissioner of Customs (Preventive) Delhi for information please.
2. The President, Ludhiana Customs Brokers Association for circulation among the members for information.
3. The Assistant/Deputy Commissioner CBLMS, Mumbai for generation of link in CBLMS portal and assisting in the process of examination.
4. Notice Board.
5. Guard File



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:

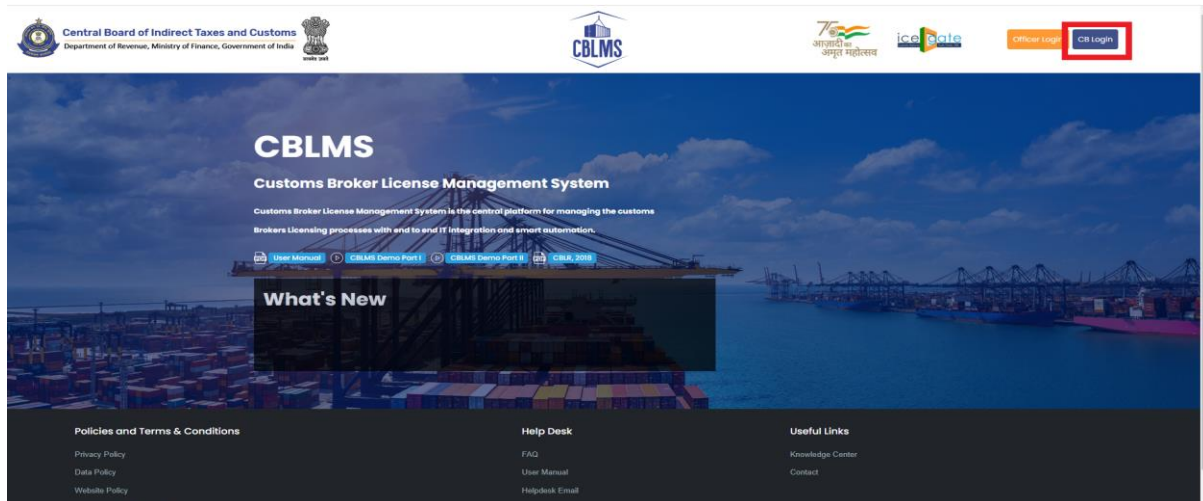
1. APPLICATION FOR APPEARING IN THE G-CATEGORY EXAMINATION (CUSTOMS BROKERS/APPLICANT):

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).

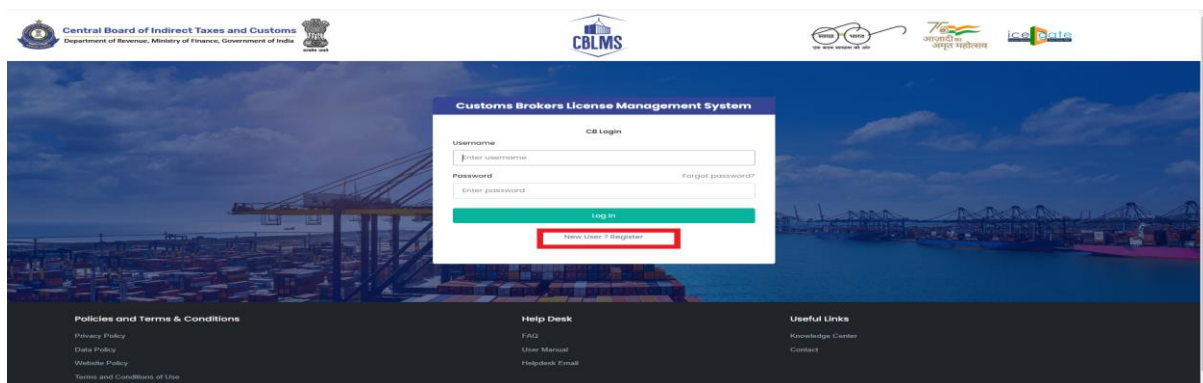
a. Registration for New User:

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

The screenshot shows the 'New User Registration' page of the CBLMS portal. The page has a blue header with the Central Board of Indirect Taxes and Customs logo, the CBLMS logo, and the 75th anniversary logo of India. The main content area is a registration form with the following fields:

- Role***: A drop-down menu with 'Select Role' as the placeholder.
- Full Name***: A text input field with 'Enter name' as the placeholder.
- Mobile Number***: A text input field with 'Enter mobile number' as the placeholder.
- Email***: A text input field with 'enter email' as the placeholder.
- Password***: A text input field with 'Enter password' as the placeholder.
- Confirm Password***: A text input field with 'Enter password' as the placeholder.
- PAN***: A text input field with 'ENTER PAN' as the placeholder.

At the bottom of the form is a green 'Submit' button. Below the button is a link that says 'Already have an account? Login'. The background of the page is a blue image of a port with cranes and ships.

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

Central Board of Indirect Taxes and Customs
Department of Revenue, Ministry of Finance, Government of India

Customs Brokers License Management System

Username: (b(i))

Password: (b(ii))

Log In (b(iii))

2022 © Customs Brokers Licensing and Management System

- 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.

Enter OTP (c(i))

Confirm (c(ii))

- 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”

Central Board of Indirect Taxes and Customs
Department of Revenue, Ministry of Finance, Government of India

My Applications Application form

Application No.	Application Form Type	Policy Section	Submission/Created Date	Status	Action
10000000481	Renewal of Customs Pass	Coastal Customs	09-Feb-2023 03:26:50 PM	Submitted	View
100000004402	Existing_CB_Profile	Mumbai Customs (Demand)	17-Jan-2023 01:23:07 PM	Approved	View Kiosk OPS Employee

Application of G-Category Exam

Application No.	Application Form Type	Policy Section	Submission/Created Date	Status	Action
100000004029	G-Category Exam		27-Mar-2023 12:02:42 AM	Submitted	View

Policies and Terms & Conditions
Privacy Policy
Data Policy
Website Policy

Useful Links
About CBLMS
Related Sites

- 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.

Central Board of Indirect Taxes and Customs
Department of Revenue, Ministry of Finance, Government of India

My Applications Application form

G - Category Examination

Select Policy Section* Mumbai Customs (Demand)

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* ABCDE1234A

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)

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*)

The screenshot shows the CBLMS (Central Board of Indirect Taxes and Customs) application form. The header includes the CBI logo, the text 'Central Board of Indirect Taxes and Customs, Department of Revenue, Ministry of Finance, Government of India', the CBLMS logo, and various icons including a 75th anniversary logo and a 'log in' button. The main form area has a blue navigation bar with 'My Applications' and 'Application form' (with a dropdown arrow). Below this, there's a section for 'Educational Qualification*' with a 'Select' dropdown menu and a file upload area for 'Upload Education Qualification Certificate/Proof*' with 'Choose File' and 'No file chosen' buttons. A green button labeled '+ Add Education Certificate' is also present. Below this, there's a 'Date Of Appointment' field with a date picker (dd-mm-yyyy) and a calendar icon, and an 'Upload Letter Of Appointment*' file upload area with 'Choose File' and 'No file chosen' buttons. To the right of these is a field for 'Number Of Earlier Attempts For G-Card Examination *'. At the bottom of the form is a light blue bar labeled 'Payment Details'.

- 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

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 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: