



कार्यालय सीमा शुल्क आयुक्त (विमान पतन एवं सामान्य)

OFFICE OF THE COMMISSIONER OF CUSTOMS

(AIRPORT & GENERAL)

नवीन सीमा शुल्क भवन, निकट इन्दिरागांधी अंतर्राष्ट्रीय विमान पतन, नई दिल्ली - 110 037

New Custom House, Near IGI Airport, New Delhi - 110 037

Fax No. 011-25652420, E-mail ID: [policy.nch@gmail.com](mailto:policy.nch@gmail.com)

C. No. VIII (H) 13/169/G-Card Exam/Policy/2022 / 11769-11778 Dated: 21.12.2022

**PUBLIC NOTICE NO. 14/A&G/2022**

**DIN: 20221274NC000000AF7E**

**Sub: Form- G-Card Examination under Regulation 13(5) of Customs Brokers Licensing Regulation (CBLR), 2018-reg.**

Attention is invited to Regulation 13(5) of Customs Broker Licensing Regulation (CBLR), 2018. In terms of provisions contained therein, applications are invited in the prescribed Proforma for the written examination, which is proposed to be conducted on **05/March/2023**. The procedure will be followed as under:-

**2.1** 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 baggage are cleared through Customs. The applicants have the option to answer either in Hindi or English. Result of the written examination will be declared within one week from the date of examination.

**2.2** Each application would be permitted to avail a maximum of four attempts to qualify in the written examination. In case, a candidate fails in his/her first attempt, he/she would be given three more consecutive attempts to appear in the written examination. Further, in case a candidate chooses not to appear in the written examination to be held in the consecutive year/years, it would be deemed as if he/she has exhausted one/more of the attempts, as the case may be.

**2.3** After qualifying in written examination, an employee of the Customs Broker/Authorized Courier will become eligible to hold "Form G-Card" on behalf of the Customs Broker/ Authorized Courier.

**2.4** Eligibility Criteria:

- (i) The candidate must have minimum education qualification of 10+2, or equivalent- (Regulation 13(3) of CBLR, 2018);

AND

- (ii) The candidate should have **1 year** of experience in handling Customs related work in Authorized Courier (**registered at Delhi**) or holder of H-Card (issued **on or before 01.03.2022**) by the Asst./Dy. Commissioner of Customs, Policy Branch, New Customs House, Delhi.

**2.5** Desirous candidates meeting the above eligibility criteria may apply in the prescribed form annexed to this Public Notice available on the Departmental/Customs website: [www.delhicustoms.gov.in](http://www.delhicustoms.gov.in) and the Notice Board of New Customs House, New Delhi. The Application form (Annexure 'A') and admission card (Annexure 'B') can be downloaded from the said website. No physical form will be issued from the Commissionerate. Application form alongwith the admission card duly filled should be accompanied by the following documents:

- (a) Copy of appointment letter attested by the Employer CB License Holder/Authorized Courier.
- (b) Copy of current Customs Card (Form H-Card) duly notarized issued (**on or before 01.03.2022**) or 1 year of experience certificate issued by Authorized Courier as an Employer Firm/Company in Customs related work.
- (c) Copy of the certificate regarding declared as Pass in 10+2 or equivalent examination, attested by a Gazetted Officer.
- (d) Three recent Passport size coloured photographs of the applicant (one photo pasted on the application form duly attested by the CB License Holder/Authorized Courier and two photos pasted on the Admission card).
- (c) Copy of Customs Broker License/Authorized Courier License Commissionerate's endorsement letter, as the case may be duly attested by the Customs Broker/Authorized Courier.
- (d) Salary certificate of the applicant issued by the sponsoring Customs Broker/Authorized Courier.
- (e) TR-6 Challan of Rs. 500/- as Examination fee paid in favour of the Commissioner of Customs (Airport & General), New Customs House, New Delhi.
- (f) Consent letter/ Certificate in respect of the applicant issued by the sponsoring Customs Broker/Authorized Courier.
- (g) Self attested copy of address proof of the applicant.
- (h) Self attested copy of Aadhaar Card of the applicant.
- (i) Self attested copy of the applicant's educational qualification (**10+2 or equivalent**).

**3.** The application form and admission card complete in all aspects alongwith all enclosures as mentioned at para 2.5 above shall be submitted in person at the Centralized

Dak System Counter, Ground Floor, New Customs House, New Delhi between **26<sup>th</sup>December, 2022 to 10<sup>th</sup>January, 2023 (up to 06:00 PM)**. No application form shall be received in Policy Branch or elsewhere in the Commissionerate. The applicant must carry a photocopy of the application form at the time of submission for acknowledgement. Centralized Dak Counter shall issue acknowledgement on photocopy of the application.

4. Before submitting the application, applicant must ensure the completeness of the application, as 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 applications shall be summarily rejected.
5. The Roll Nos. of accepted applications will be displayed on **14.02.2023** on the website [www.delhicutoms.gov.in](http://www.delhicutoms.gov.in) and the Notice Board of New Customs House, New Delhi. Admission cards will be issued to eligible candidates between **20.02.2023 to 24.02.2023** between **11:00 AM to 06:00 PM** and the same can be collected from Centralized Dak Counter, New Customs House, New Delhi. The admission card shall be handed over only to the applicant on production of his 'H' Card/ Identity Card issued by CB License Holder/Authorized Courier and acknowledged copy of application. Candidates are informed that they should not visit any other Branch for admit cards. Time and place of examination may be confirmed from Notice Board and website of New Customs House or from the President, CHA/ C.B. Association office on or after **27.02.2023**.
6. All eligible candidates shall bring their valid 'H' card, Admit Card and Aadhaar card on the date of the examination 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 shall not be tolerated and action shall be taken against persons found indulging in unfair practices as permitted under law.
7. It may be noted that if any suppression or wilful mis-statement of any factual or material information in the application particulars 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 in force for the time being.

8. Non appearance in the examination after issuance of Admit card shall be treated as attempt availed. The issue of Admit Card or appearance in the examination shall not be construed as acceptance of the declaration or particulars submitted by the applicant.

9. The decision of the Commissioner of Customs (Airport & General), New Delhi shall be final in all respects for the examination.

  
21.12.22  
**COMMISSIONER OF CUSTOMS**  
(AIRPORT & GENERAL)

**Copy for information and necessary action to:**

1. The P.A. to Principal Chief Commissioner of Customs CCCU (DZ), NCH, New Delhi.
2. The Principal Commissioner/Commissioner of Customs ICD, TKD (Import)/ICD, TKD (Export)/ICD, PPG/ACC(Imports)/ACC(Export)/Preventive/Audit/Appeal, New Delhi for information please.
3. The Deputy/Assistant Commissioner of Customs (EDI), ACC (Import) Commissionerate, New Custom House, New Delhi with a request to upload the same on the Departmental website: [www.delhicustoms.gov.in](http://www.delhicustoms.gov.in).
4. The President, CHA/CB Association/Authorized Courier, New Delhi
5. Notice Board.
6. Guard File.

  
21/12/22  
**Assistant Commissioner**  
Customs (Policy)

**Annexure –A**

Application for G-Card Examination, 2023  
(to be filed in **BLOCK** letters only)

Paste recent  
attested  
photograph

1.	NAME OF THE APPLICANT	
2.	FATHER'S NAME	
3.	DATE OF BIRTH	
4.	RESIDENTIAL ADDRESS	
5.	MOBILE NO.	
6.	'H' Card No./ Identity card No. issued by Authorized Courier	
7.	E-MAIL ID	
8.	Details of Customs Broker/Authorized Courier, (i) Name, (ii) PAN No. & (iii) License No. <b>(ATTESTED COPY OF CB LICENSE/Courier License, CONSENT LETTER TO BE ENCLOSED)</b>	
9.	EDUCATIONAL QUALIFICATION <b>(ATTESTED COPY TO BE ENCLOSED)</b>	
10.	DETAILS OF EARLIER ATTEMPTS, IF ANY. MENTION NUMBER AND DATE OF EARLIER ATTEMPTS.	
11.	AADHAAR DETAILS of APPLICANT <b>(ATTESTED COPY OF TO BE ENCLOSED)</b>	

**Enclosures:**

- Copy of the applicant's valid 'H' card/ Identity card issued by Authorized Courier, duly attested by the Customs Broker/ Authorized Courier.
- Three recent Passport size colored photographs of the applicant (one photo pasted on the application form duly attested by the Customs Broker and two photos pasted on Admission card).
- Copy of Customs Broker License/ Authorized Courier License Commissionerate's endorsement letter, as the case may be duly attested by the Customs Broker/Authorized Courier.
- Salary certificate of the applicant issued by the sponsoring Customs Broker/Authorized Courier.
- TR-6 Challan of Rs. 500/- as Examination fee paid in favour of the Commissioner of Customs (Airport & General), New Customs House, New Delhi.
- Consent letter/ Certificate in respect of the applicant issued by the sponsoring Customs Broker/Authorized Courier.
- Self attested copy of address proof of the applicant.
- Self attested copy of Aadhaar Card of the applicant.
- Self attested copy of the applicant's educational qualification **(10+2 or equivalent)**.

I HEREBY DECLARE THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT AND TRUE AND NOTHING HAS BEEN CONCEALED THEREIN, IF ANYTHING IS FOUND CONTRARY TO ABOVE, MY CANDIDATURE MAY BE CANCELLED.

SIGNATURE OF THE CANDIDATE

The above application being submitted in compliance of Regulation 13(5) of CBLR, 2018.

SIGNATURE OF THE CUSTOMS BROKER/AUTHORIZED COURIER (WITH SEAL)

**ADMISSION CARD**

Name of the Candidate: **Sh./Smt.**..... Name of the Customs  
Broker/Authorized Courier **M/s** .....,CHA/AC License No.  
....., PAN No. ...., Roll No: DL/R-13/2023/ -----

**Examination Centre:** \_\_\_\_\_

Affix Passport  
size  
photograph

**(Candidate's Signature)**

**Assistant Commissioner  
Customs (Policy)**

**INSTRUCTIONS**

1. No admission into the examination hall will be allowed without identity card viz 'H' card & Aadhaar card or PAN card.
2. Examination will start at 11:00 hrs all the candidates are requested to be in their seats by 10:45hrs.
3. No candidate will be allowed into the examination hall after 11.00 hrs.
4. No cellular phone, calculator and any electronic gadget will be allowed into the examination hall.
5. No printed material or books are permitted into the examination hall.
6. Answer sheet of candidate found using unfair means will be cancelled.

**ADMISSION CARD**

Name of the Candidate: **Sh./Smt.**..... Name of the Customs  
Broker/Authorized Courier **M/s** .....,CHA/AC License No.  
....., PAN No. ...., Roll No: DL/R-13/2023/ -----

**Examination Centre:** \_\_\_\_\_

Affix Passport  
size  
photograph

**(Candidate's Signature)**

**Assistant Commissioner  
Customs (Policy)**