User Manual

Application for **Marriage Assistance Scheme** on Karmika Seva Kendra (KSK)

Karmika Seva Kendra (KSK)

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1) Overview

Marriage Assistance supports expenses towards the marriage of the **beneficiary or their children**.

Applications are submitted online by registered workers through the Labour Board Department portal (KBOCWWB) (*https://kbocwwb.karnataka.gov.in/*).

2) Eligibility Criteria

- Assistance is provided **under Section 22(1)**.
- **Amount: ₹60,000** (as provisioned on the scheme page).
- Eligible for the **beneficiary (self) or his/her two children** (max two).
- Eligibility displayed on the scheme page will prevail. If rules change on the portal, follow the latest portal text.

3) Documents Required

Keep clear, legible scans ready before applying.

- **Marriage Certificate** (mandatory)
- **Affidavit** (only if Labour is outside Karnataka)
- **Self-Declaration Form** (not mandatory)
- **90 Days Work Certificate** (as per KBOCWWB format)

Note:

- Use only the formats (**PDF, JPG, PNG**) and size limits (usually <2 MB).
- Ensure names/dates **exactly match Aadhaar and certificates** to avoid rejection.

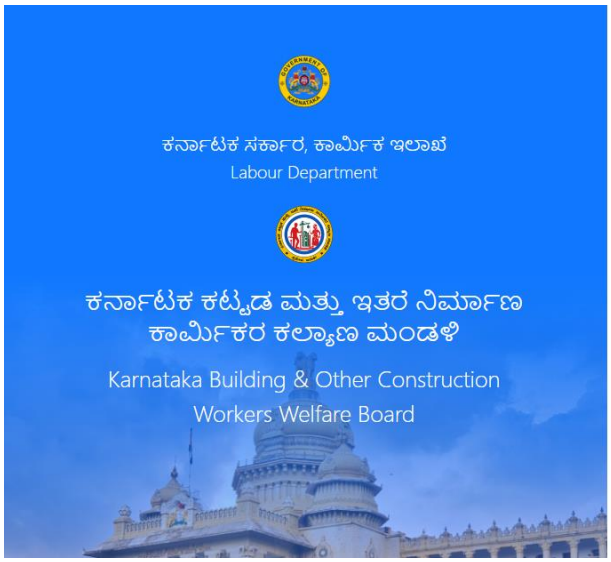
4) Before You Start (Prerequisites)

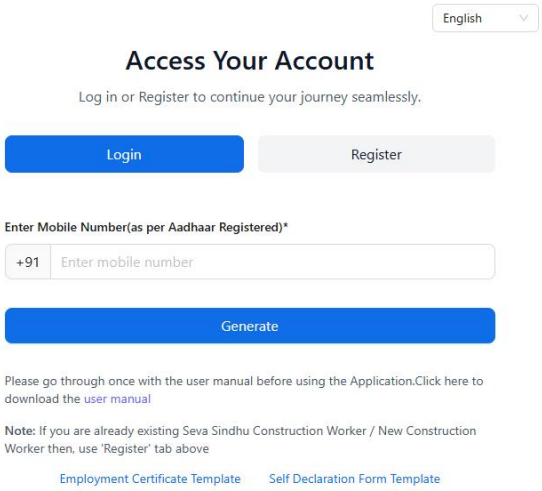
- Active **KBOCWWB registration** with verified profile.
- Aadhaar linked mobile number (for login OTP).
- Keep scanned copies of all required documents ready.
- Please ensure that your bank account is linked with Aadhaar, mapped to NPCI, and is in active status.

5) How to Apply (Step-by-Step)

5.1 Login

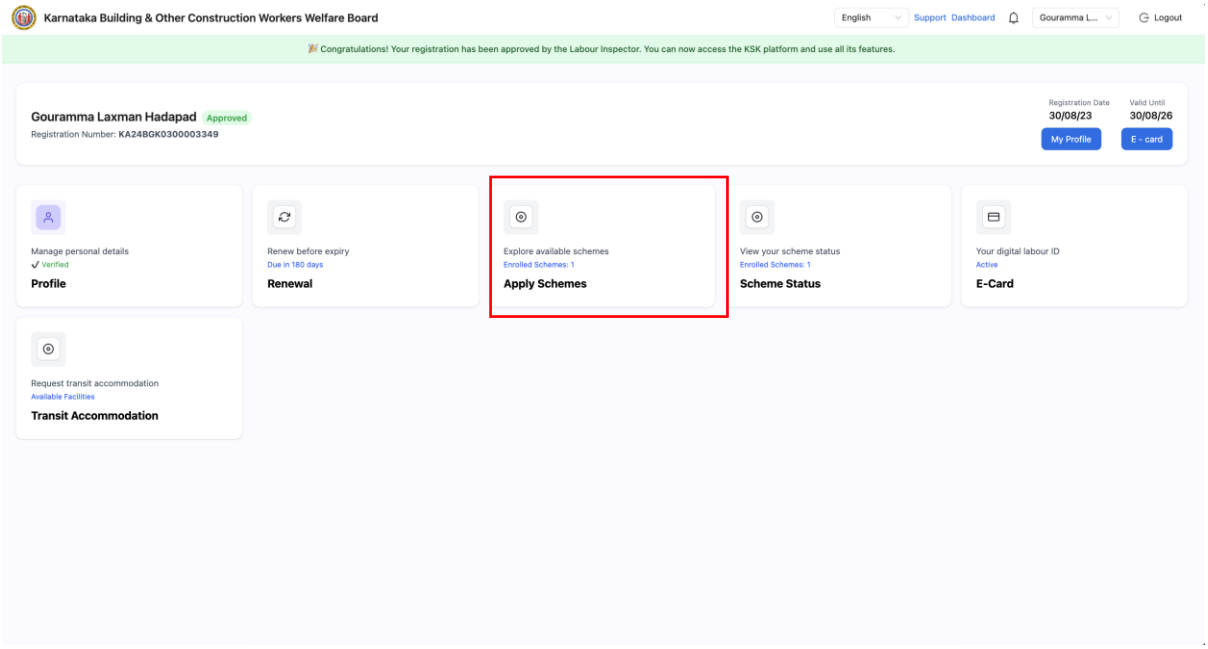
- Visit the **KBOCWWB portal**.
- Click **Register/Login**.
- Enter your **registered mobile number** → click **Generate OTP**.
- Enter OTP → click **Submit**.

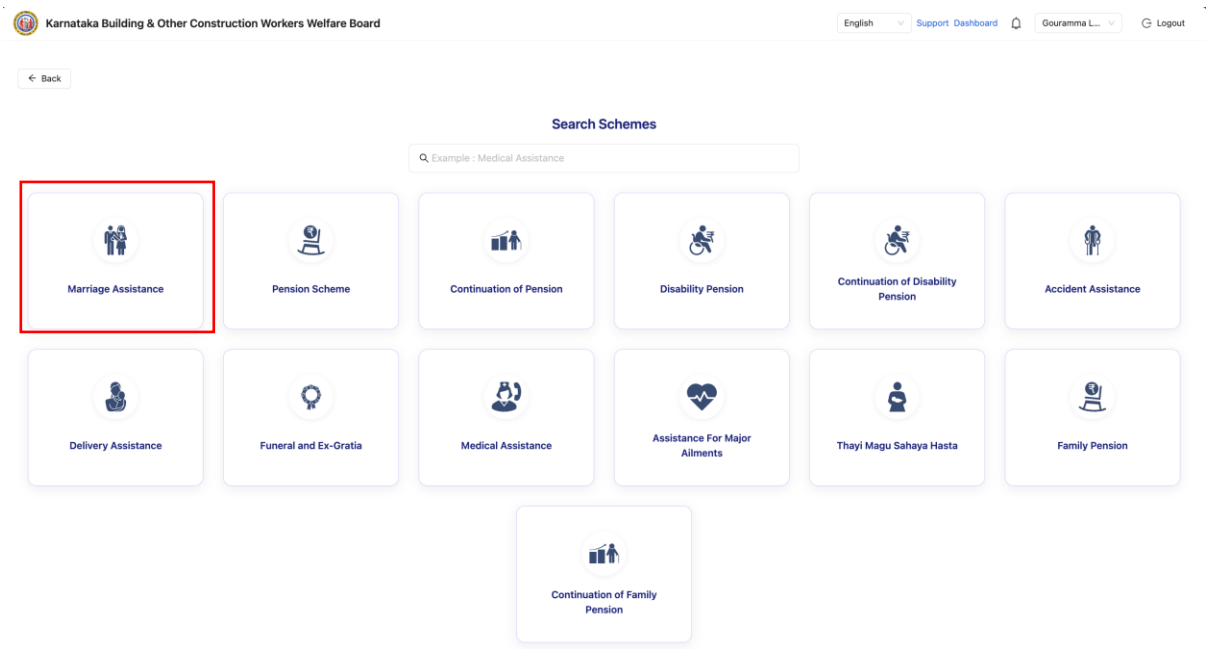




5.2 Open Schemes → Apply for Schemes

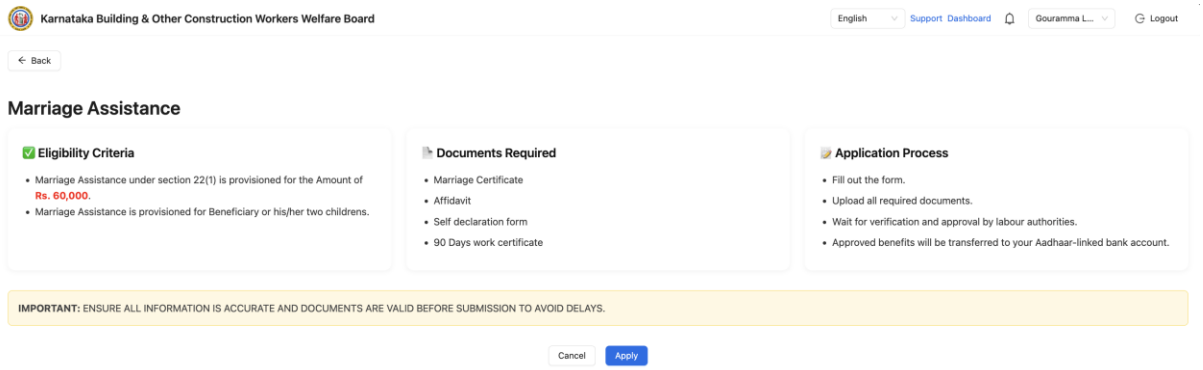
- After login, the **Dashboard (Homepage)** opens.
- Click Apply **Schemes** tile.
- On the Schemes page, view the complete list of schemes.





5.3 Open Marriage Assistance info page → Apply

- From the list, select **Marriage Assistance**.
- Review the three cards:
    - **Eligibility Criteria**
    - **Documents Required**
    - **Application Process**.
- Click **Apply** (blue button) to start the application.



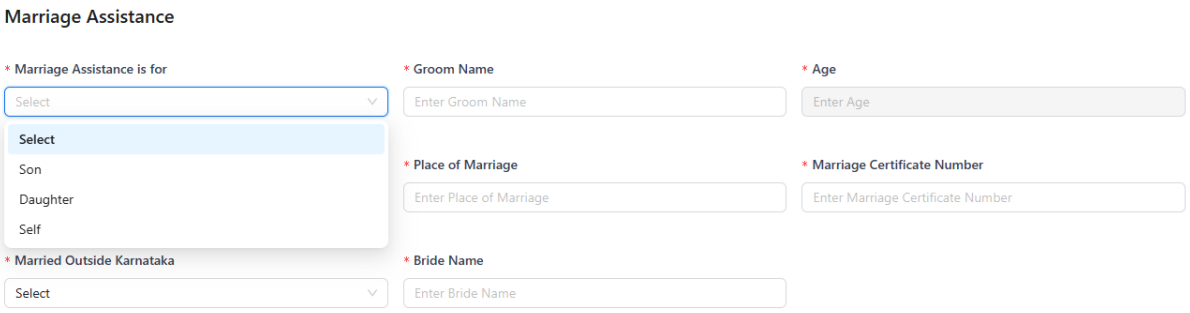
5.4 Fill the Application Form (all sections)

The application opens with multiple sections. Review the auto-filled data, complete the remaining fields, and upload documents.

- **Applicant Details** *(mostly auto-filled from your profile)*
    - Name of the Applicant
    - Date of Birth, Age (read-only if auto-filled)
    - Mobile Number
    - Ration Card Number
    - Present Address of Applicant
- **Address Where Applicant is Registered** *(auto-filled)*
    - State, District, Taluk
    - Gram Panchayat, Village/Ward
- **Bank Details** *(ensure correctness)*
    - Bank Name
    - Account Number
    - Branch Name
    - IFSC Code
- **Registration Details** *(auto / read-only)*
    - Registration Number
    - Date of Registration

- Number of Years Registered
- Renewal Date
- Date of Completion of 60 Years

- **Marriage Assistance** *(fill carefully)*
  - **Marriage Assistance is for** → select one from **Self / Son / Daughter**.
  - **Groom Name**
  - **Bride Name**
  - **Age** (applicant/beneficiary as shown on form, auto filled)
  - **Date of Marriage** (DD/MM/YYYY)
  - **Place of Marriage**
  - **Marriage Certificate Number**
  - **Married Outside Karnataka** → select **Yes / No** (choose accurately)
- **Documents** *(upload as per formats on portal)*
  - **Marriage Certificate** (mandatory)
  - **Affidavit** (mandatory only if outside Karnataka)
- **90 Days Work Certificate Details**
  - **Type of Issuer** → select from dropdown
  - **Issued Date** (DD/MM/YYYY)
  - **Upload Your 90 Days Working Certificate**
- **Declaration**
  - **Upload Self-Declaration** (not mandatory).
  - Tick the declaration checkboxes (truthfulness; consent to receive updates).



5.5 Upload documents & give declarations

- Verify each file is clear, complete, and within size limits.
- Ensure names and certificate numbers match exactly.
- Save as you go (if **Save/Next** is available) to avoid data loss.

5.6 Submit the application

- Review all sections.
- Click **Submit**.
- Portal will flag missing/incorrect fields for correction.