

User Manual for Jiyo Parsi Portal Medical Assistance (For Beneficiaries)

1. How to apply

Please read the instructions and procedures carefully before you start filling the online application form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information and upload all required documents before finally submitting the application.

2. Procedure for filling online application under medical component of the scheme

The process of filling online application for the benefit consists of two parts:

- I. One time registration
- II. Filling of online application form after registration

Part-I (One time registration)

- i) Read the instructions given in the portal page carefully before filling up the online 'Registration Form' and 'Application Form'.
- ii) Before proceeding with registration, keep the following information / documents ready:
 - a. Mobile Number (to be verified through OTP)
 - b. Email ID (to be verified through OTP)
 - c. Aadhaar number.
- iii) For registration, click on 'Apply Now' link provided in the 'Portal for Jiyo Parsi Scheme' Section provided on website of the Ministry ([https:// minorityaffairs.gov.in](https://minorityaffairs.gov.in) > Programme > Special Needs > Jiyo Parsi > Portal for Jiyo Parsi Scheme > Medical Assistance Component Apply Now > Apply For Service). Alternatively, the applicant can also avail the

services of the weblink:
<https://serviceonline.gov.in/dbt/citizenRegistration.html>.

iv) The registration process requires filling up of following information:

a. Full name

b. Email Id

Please note - Your email ID and the mobile number must be in service as these would be verified through OTP. It may also be noted that Ministry of Minority Affairs and the portal will communicate with the applicant through this given email ID and / or mobile number only. Your email ID and mobile number will also be used for retrieval of password / Registration Number as and when required.

c. Create Password

d. State

e. Select State

f. Enter Captcha

g. Submit



LOGIN

REGISTRATION

Full Name*

Enter your full name

Email Id*

Enter a valid email Id

Mobile No.

Enter Mobile No.

Password*

Enter password

Note: Password should be at least '8' characters with at least one special character(!@#\$%^&*), one numeric, one small case and one upper case letter (i.e Admin@357)

Select State

Select

738651

Enter Captcha

☒ I agree to abide by the Terms of Use outlined by ServicePlus.

Submit

- v) Once the basic details provided in registration are saved, you will be required to confirm your mobile number and email ID through OTP. On confirmation, your data will be saved.

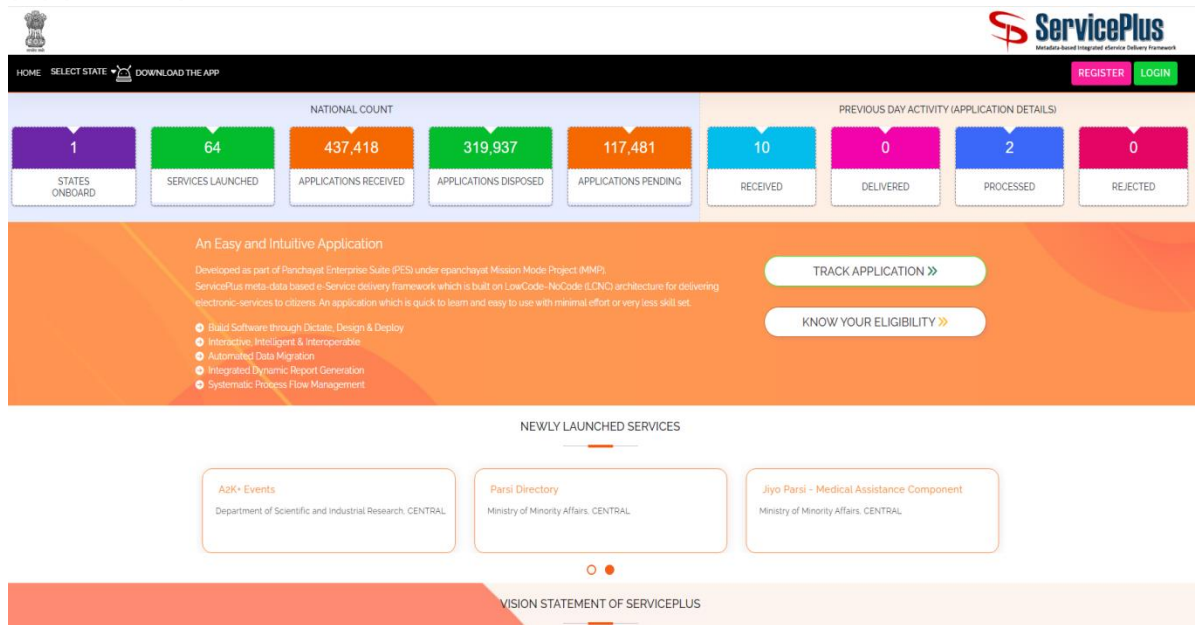
The screenshot shows a registration form with fields for Email ID, Email OTP, Mobile No., and Mobile OTP. A modal titled "Verification!" is displayed in the center. The modal text states: "An OTP with a Verification Link has been send to your email ID jyoparsimma@gov.in & mobile no 8287350718. Please note that the OTP received is for single use only and is valid for 15 minutes from the time of request. Whereas, the verification link is valid for 48 hours from the time of request. Please note that, if you receive the OTP after 15 minutes, you can click verification link within 48 hours to activate your account." There is an "OK" button at the bottom right of the modal.

The screenshot shows the registration form with the following details: Email ID: jyoparsimma@gov.in, Email OTP: 901851, Mobile No.: +91 8287350718, and Mobile OTP: 101394. There are "RESEND(0/2)" buttons for both OTP fields and a "VALIDATE" button at the bottom. Below the form, there is a "BACK" button and a note: "Note: It may be possible that, due to heavy load on servers, OTP and Verification link notification does not get delivered on time. If not received, you can close this window and follow any of the below option: 1. Login to ServicePlus Application using your email ID and password entered during registration and retry for verification. 2. Wait for some time and as soon as you receive the notification(s), click the verification link shared along with the OTP. After that, you will be able to login and apply for services." The browser address bar shows "serviceonline.gov.in/dbt/citizenRegistrationSubmit.html".

- vi) Your registration ID / user ID and password (as you created) will be provided to you on your given mobile number and the email ID.

vii) After successful registration, you need to login again using your registered email ID and password on <https://serviceonline.gov.in/dbt/loginWindow.do>

viii) To finalize the remaining application form, click on 'Login,' this will lead you to the login page as displayed below. The registered email ID serves as the username, and the password is as created by (applicant).



ix) After clicking on 'Login', users will encounter the following screen.

The screenshot shows the ServicePlus login page. At the top, there is a header with the ServicePlus logo and navigation links: HOME, DOWNLOAD THE APP, and REGISTER. Below the header, there is a central login form with the following fields and elements:

- Username field: MH000002
- Password field: masked with asterisks
- Captcha: 583966
- Terms of Use: checked box, with text "Terms of Use outlined by ePlus."
- Login button: green button with text "Login"
- Forgot Password link: text "Forgot Password?"

x) After logging in, users will be redirected to the additional details page.

Part-II (Application form)

- i) Online mandatory scanned documents to be kept ready before filling the application:
 - a. Recent, clear colour passport size photograph (against a plain white background) of the candidate in JPG image (image size should be greater than 100 KB) without wearing dark glasses.
 - b. All certificates in pdf format. (file size should be less than 512 KB.)
 - c. Income certificate from State / District government, Income Tax Return
 - d. Treatment plan
 - e. Doctor prescription
 - f. Cancelled cheque
- ii) Login to online system through your registration ID and password. Registered applicant's name is automatically displayed at the right-hand top corner of the profile.

ServicePlus
Metadata-based Integrated eService Delivery Framework

सत्यमेव जयते

Menu 29 : 8 Themes Language Manish

Menu

- Manage Profile
- Apply for services
- View Status of Application
- Submit Feedback

ABOUT SERVICE PLUS

Welcome to Service Plus

ServicePlus is a generic application to provide an electronic delivery for all the services provided by The Government to The citizen. The Government of India, State Governments and Local Governments are providing various services to benefit the citizens at Centre, State or Local level primarily Government to Citizen (G2C) and Government to Business (G2B). The services provided are either demand driven or mandated by the legislation. The services provided by Government can be categorized as:

1. Regulatory Services: Regulatory services are services like trade licence, permit for construction of a building etc that can be denied by the Government.
2. Statutory Services: Statutory services are services like Issuance of Birth/Death certificate which cannot be refused by Government.
3. Developmental Services: Developmental Services are services or schemes provided by Government for the benefit of citizens like NREGS, IAY, Old age Pension etc.


The following are the salient features of the software -

1. Service(s) will be created online
2. Citizens will be submitting applications online
3. Service units will be able to receive application online
4. Service units will be able to verify documents and application fee online
5. Service units will be able to escalate application to some other person, in the case of absence of dealing authority, online
6. Citizens will be monitoring Application status online
7. Private Service Access Providers will be participating in the application receipt/submission and service delivery process online

- iii) In 'Manage Profile' option of menu, you can view, edit your profile and will be able to change the password.
- iv) In 'Apply for services' select 'View all available services'.
- v) Click on 'Jiyo Parsi - Medical Assistance Component' in search bar.

Menu

29 : 42

Themes ▾ Language ▾ 

Manage Profile <

Apply for services ▾

View all available services

View Status of Application <

Submit Feedback <

Apply For Services / View All Available Services

view All

Services

Show 10 ▾ entries

Search: jiyo parsi ✕

Sl.No. ↑↓	Service Name ↑↓	Department Name ↑↓	STATE ↑↓
1	Jiyo Parsi - Medical Assistance Component	Ministry of Minority Affairs	CENTRAL

Showing page 1 of 1

First
Previous
1
Next
Last

- vi) Upon clicking on service name, you will encounter the following screen. Fill Personal Details and check twice to ensure accuracy. If any discrepancies arise, the same will be highlighted in red text. After filling in all the mandatory details, save the data to proceed to the last part of the application form.

ServicePlus

30 : 18

GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS
JYO PARS - MEDICAL ASSISTANCE [APPLICATION FORM]
(Financial assistance for investigation and detection of infertility, counseling and fertility treatment to Parsis after their fertility problem is medically detected)
** Assisted Reproductive Technology refers to IVF, IUI and other treatment for infertility, requiring medical intervention **

Wife's Details

Name of wife (Full) Date of Birth

Marital Status

Occupation of wife

Photo of Wife

Husband's Details

Name of Husband (Full) Date of Birth

Marital Status

Occupation of Husband

Photo of Husband

Other Details

Address Line 1 Country

Address Line 2 State

Pin Code District

Phone Number (Home/Office/Cell)

Additional document name

Jyo Parsi Scheme Division, Ministry of Minority Affairs, 100 Plot, Pt. Devarajji Jyotipada Bhawan, CGO Complex, Lodhi Road, NEW DELHI - 110002.
Email: jyo.parsi-mad@gmail.com

Submit Preview Cancel

- vii) After completing application & declaration, applicant will get the application reference number with which applicant can track their application status by entering the login id credential at the portal.

serviceonline.gov.in/dbt/applyPageForm.do?OWASP_CSRFTOKEN=PGCO-HGKC-A372-L1O0-4EZ7-6QF8-LGME-JHWE&serviceld=17200002&UID=99caf9c1-fe2f-4347-9276-eba40d1ad810

ServicePlus
Metadata-based Integrated eService Delivery Framework

serviceonline.gov.in says
Your draft reference number is: Draft_JP-MAC/2024/00020

30 : 0

Themes Language Farhang M


Language

1 2


GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS
JYO PARS - MEDICAL ASSISTANCE [APPLICATION FORM]
(Financial assistance for investigation and detection of infertility, counseling and fertility treatment to Parsis after their fertility problem is medically detected)
** Assisted Reproductive Technology refers to IVF, IUI and other treatment for infertility, requiring medical intervention **

- viii) After carefully reading the declaration, please check 'Preview'. Then click on 'I agree'. Thereafter, click to submit the declaration.

ix) Please do not opt / fill any details in “additional details” option as it is prefilled.

Treatment Details: Name of hospital where treatment is being taken : <input type="text"/> Contact Address of Doctor/Hospital : <input type="text"/> Letter from doctor stating that the applicant requires medical help to be able to conceive : <input type="text"/> Additional document name <input type="button" value="Choose file"/> No file chosen		Name of Doctor : <input type="text"/> Doctors contact detail (mobile/office phone) : <input type="text"/> Proposed treatment plan : <input type="text"/> Additional document name <input type="button" value="Choose file"/> No file chosen	
Bank Details of Joint Account of the Couple Bank Name : <input type="text"/> Bank Address : <input type="text"/> Name as in Bank Passbook : <input type="text"/> Account No. : <input type="text"/>		IFSC Code : <input type="text"/> <input type="button" value="Fetch Bank details"/> Bank Code : <input type="text"/> Gender : <input type="text"/> Please Select	
Necessary documents to be attached with the application Consented Consent of International Bank : <input type="text"/> Additional document name <input type="button" value="Choose file"/> No file chosen		IFSC Code of the National Financial System Account Number to be mentioned : <input type="text"/> Additional document name <input type="button" value="Choose file"/> No file chosen	
Declaration I hereby declare that, I have carefully gone through the eligibility criteria under the Scheme and the information given above is correct to the best of my knowledge. It is further undertaken that the documents to be submitted by me are genuine. If the information found to be incorrect and/or the document(s) found to be bogus or fake; my application would be summarily rejected without prior notice and I will also be liable to be prosecuted as per the relevant sections of law. Further, I understand that, applicant who is found guilty of furnishing wrong information will be barred from applying for the scheme in future. <input type="checkbox"/> Agree			
Additional Details Applied to the Office : <input type="text"/> Ministry of Minority Affairs (CENTRE)			
Word verification  Please enter the characters shown above <input type="text"/>			
Jiyo Paro Scheme Division, Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, NEW DELHI – 110003. Email: jiyo-paro-mina@gov.in			
<input type="button" value="Previous"/> <input type="button" value="Draft"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/>			

x) Upon successful submission, you will get acknowledgement slip. You may save it take its print-out for future reference.

Manage Profile Apply for services View all available services View Status of Application Submit Feedback	ACKNOWLEDGEMENT <div style="text-align: center;">  Application Acknowledgment </div> <p>Date: 14/08/2024</p> <p>Dear Fahang Warisan Wadia,</p> <p>Thank you for using ServicePlus.</p> <p>Your application for Jiyo Paro - Medical Assistance Component has been successfully submitted to Ministry of Minority Affairs (CENTRE), Central.</p> <p style="text-align: center;">Application Summary</p> <p>Application Reference Number is JPAAC202400009</p> <p>The service will be delivered on or before</p> <p style="text-align: center;">List of Enclosures with Application</p> <p>Service Designated Officer: Name: Ms. Sana Sharma Address: 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. Email: sana.s@minra.gov.in Phone No.: Regards, ServicePlus</p> <div style="text-align: right;"> <input type="button" value="Print"/> <input type="button" value="Export to PDF"/> <input type="button" value="Close"/> </div>
--	--
