

Jyotirgamay Business Ecosystem Talent Manual



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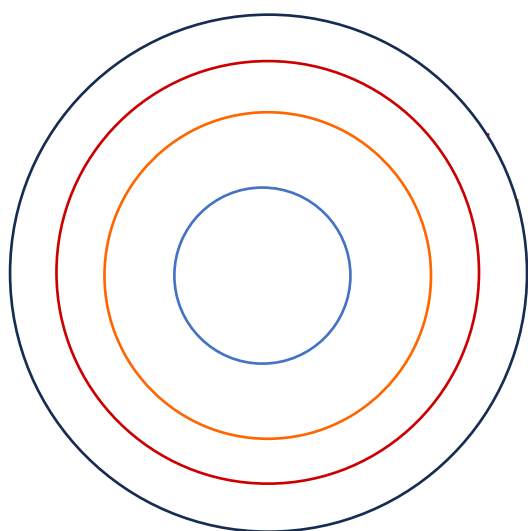
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A. Introduction and Purpose

- This Talent Manual outlines the essential guidelines, principles, and professional conduct expected of all Pathiks (associates) to ensure consistent, sharp laser focused, disciplined, and organized output.
- JBE exists for nurturing entrepreneurial mindset Pathiks who aspire to learn everything—from the beginning to the end of the business ecosystem. Such Pathiks (associates) will be seen embracing versatility, explore multiple domains, and have the passion and ability to master the entire business ecosystem.

B. Whole Structure and Purpose of JBE (Jyotirgamay Business Ecosystem) Community



Jyotirgamay Business Ecosystem (JBE) Community

Bliss Stewards (JBE Associates)

LIVE Saturday Workshop (LSW)

Hanuman Seva Parivar (HSP)

1. Hanumant Seva Parivar (HSP)

Serving Jyotirgamay Hanuman Ji Maharaj's mission is the sole purpose of JBE, guiding all stakeholders toward an eternal blissful life.

2. Live Saturday Workshop (LSW)

Practicing Pathik:

- Practicing Pathiks have to post their daily check-in and check-out.
- Sharing Qualitative Reflections and its Application along with Realization Breakthroughs in your day-to-day life.
- Pathiks must complete a minimum of two rounds of Japnam daily, while Navnidhi Pathiks are required to complete at least eight rounds of Japnam each day.



Navnidhi Pathiks:

- Core aspiring servants team as of now being referred to Navnidhi Pathiks. Navnidhi refers to the nine divine treasures (spiritual and material wealth) associated with Lord Kubera, the god of wealth, and Lord Vishnu.
- The Navnidhi team consists of Darshan Chaudhari, Avinash Sharma, Prathamesh Shelar, Abhay Pawar, Venkatesh Kulkarni, Nikhil Jadhav, Gaurav Suryawanshi, Suraj Ganeshpure, and Bhavesh Gullapelli.

Why – To achieve a zero-time leakage state by effectively planning your 24-hour schedule in alignment with your RPK (Ruchi-Prakruti-Kshamta) index and SPPS SMART Goals (Spiritual, Professional, Personal, Social), SMART= Specific, Measurable, Attainable, Realistic, Time bound.

Sharing your evolved RPK index and SPPS SMART goals in the sheet given below

https://docs.google.com/spreadsheets/d/17aXCpPaHbj0hwqdN4fgKK_UW9aUmMgpDPoQ7sKSrnY/edit?gid=0#gid=0

3. Bliss Stewards (JBE Associates)

Bliss Stewards are individuals who are responsible for fostering positivity, well-being, and harmony within an organization or community, ensuring a supportive and growth-oriented environment in the service of Shri Jyotirgamay Hanuman Ji Maharaj's mission. These Bliss Stewards are to carry out the day-to-day function at JBE.

4. Jyotirgamay Business Ecosystem (JBE) Community

- Jyotirgamay is a Business Consulting and Auxiliary Services ecosystem based on a chronicled knowledge system, where we **Ideate, Innovate, and Implement** processes and products as per JBE senior leadership and customer requirements.
- A team of seasoned professionals from diverse and related domains collaborates to form an ecosystem that identifies, isolates, and eliminates hurdles for individuals and businesses, enabling their growth through **Four T interventions**:
 - **Transformation** – Enhancing team productivity and efficiency.
 - **Technology** – Driving customer-centric growth and business value.
 - **Talent** – Matching the right opportunities with the right candidates.
 - **Tax Automation** – Providing quick and accurate solutions for global indirect tax processes.
- **Vision**
To be an admired **Business and Life Transformation Consulting Brand**, fostering a business ecosystem that serves the best interests of all stakeholders.
- **Mission**
Jyotirgamay strives to create happiness for all stakeholders through exceptional delivery, ensuring a rewarding business experience within the ecosystem.



- **Values**
 - **Stewardship:** Taking utmost care in every endeavour.
 - **Respect:** Upholding the dignity of every stakeholder.
 - **Enthusiasm:** Passionately committing to every task.
 - **Elation:** Making collaboration a joyful experience.

C. How to Become Eligible to Be a Core Aspiring Servant Team of Shri Jyotirgamay Hanuman Ji Maharaj's?

- Your qualitative Pathik performance practice along with your buddies in the LSW group (Live Saturday Workshop).
- Be a Practicing Pathik by sharing the daily check-in, check-out, and qualitative reflection application.
- Whatever you are doing, maintain consistency with laser focus, be disciplined, and organized, aligning with the seven principles of working in JBE as mentioned in section I.

D. Process to Apply to Be a Part of JBE

- **Resume Submission:** Send your resume to masa@jyotirgamay.com with a copy to:
 - Nikhil.jadhav@jyotirgamay.online
 - Prathamesh.Shelar@jyotirgamay.online
 - darshan.choudhari@jyotirgamay.online
 - gayatri.siddha@jyotirgamay.online
 - simran.jamadar@jyotirgamay.online
- After submitting your resume, you will receive a Google Form to fill out. Once completed, you will be invited to a workshop via a follow-up call. A copy of the email reply will also be shared with interns or associates who submit their resumes.
- The current Talent Team Members are Darshan Choudhari, Prathamesh Shelar, Nikhil Jadhav, Simran Jamadar, and Gayatri Siddha.

E. Onboarding Process to Become a Part of Jyotirgamay Hanuman Ji Maharaj's Aspiring Servants

- **Outcome Based Internship/ Associate**

You must attend both Saturday afternoon (offline) workshops: the Newbie Batch from 1:00 PM to 2:00 PM and the Congregational Learning Workshops (CLWs) from



2:15 PM to 4:00 PM, completing at least 6 months of internship or for associate at least 3 months association.

- **Important note:** The workshop originally scheduled for February 15 has been rescheduled to February 16 and will be held virtually.
- After attending both workshops, the newcomer becomes eligible to begin the internship or association. To proceed, they must reply to the email they previously shared or obtain the email ID from Section D in order to request the engagement letter, specifying their preferred start date.
- You may be eligible to continue as an outcome-based associate. If a project is allocated to you, compensation will be provided in accordance with the standard payout policy, as outlined in the respective section.

F. Responsibility for New Interns

- **Email ID Setup:** Every new *Pathik* requires a jyotirgamay.online email ID. To obtain one, they should contact:
 - **Rohit Tekawade Ji** – Rohit.Tekawade@jyotirgamay.online
 - **Bhavesh Gullapelli Ji** – bhavesh.gullapelli@jyotirgamay.online
 - **Neha Memane Ji** – neha.memane@jyotirgamay.online
- **Introduction to JBE Associates:** New Pathiks must be formally introduced to JBE Associates (Jyotirgamay Bliss Steward) and familiarized with its objectives and processes.

G. Roles and Responsibilities of Navnidhi Pathiks

- Navnidhi Pathiks must ensure that their buddies consistently share their Check-in/Check-out and reflections in the LSW group. They must also ensure that their buddies have completed their daily minimum quota of Hari Naam Jaap.
- Navnidhi Pathiks must ensure that their buddies have filled in the RPK Index and SPPS Goals and have had them reviewed.
- Navnidhi Pathiks must post the Buddy Stats of their respective buddies in the LSW Group regularly.
- Navnidhi Pathiks must check their buddy's DPSR and ensure that they have recorded 8 hours of productivity in it.
- Navnidhi Pathiks must ensure that their buddies participate in voting whenever a poll is created in the LSW group.
- Navnidhi Pathiks must ensure that their buddies attend meetings scheduled for everyone.



H. Jyotirgamay Associates Team (WhatsApp Group) Guidelines

1. Pathiks cannot be absent from the Associate Group during core office hours.
2. A Pathik must provide prior notice of leave by posting a message in the Associate Group, clearly mentioning the date, duration, and reason for the leave.
3. **Minimum 3 Days Presence at the Office:** Pathiks are required to be present in the office for at least 3 days per week.
4. **For remote workers:** Paste your daily outcomes in this Associate's Group by the
5. end of the day along with reference link and output achieved, or you will be marked absent on DPSR Sheet.
6. If you have less than 8 hours of planned work, contact your assigned Navnidhi Pathik or Avinash Ji by posting in the group to fill the gap.
7. If any Pathik plans to reach the office after 10:30 AM, they must notify the associate group in advance, i.e., before 10:30 AM. Similarly, if any Pathik plans to leave early, i.e., before 5:30 PM, they must inform the group before 5:30 PM.
8. A Pathik must give prior notice of leave by posting a message in the Associate Group and ensuring it is pinned by Navnidhi Pathiks for easy reference. The message should clearly mention the date, duration, and reason for the leave.

Work Hours

- **Monday to Friday: 10:30 AM to 5:30 PM.**
- **Daily/Weekly Output:** We require minimum of 8 hours of daily output or minimum of 40 hours of weekly output.
- **Saturday:**
 - **Navnidhi Team: 1:00 PM to 4:00 PM**
 - **Other Associates: 2:15 PM to 4:00 PM.**

Pathik must complete a minimum of 50% of their work in the office, which amounts to 21.5 hours.

I. Guidelines for the Daily Planning Status Report (DPSR) Sheet

1. Enter your 8-hours of work plan for the next business day.

Excel Sheet URL: <https://docs.google.com/spreadsheets/d/14En5ws8WRPAJAV-sHS9H71ihGksDSaFo0JLesYcfhK0/edit?pli=1&gid=1202891404#gid=1202891404>

2. Every individual must check their own DPSR regularly and complete it the day before.



3. Navnidhi Pathiks must check their respective pathiks DPSR every morning and review their daily output at the end of the day.
4. Study or any tasks should align with your RPK (Ruchi Prakruti Kshamta) index based SPPS SMART (Spiritual Professional Personal Social) goals.
5. Leaves taken from Monday to Friday must be recorded in the DPSR, as well as any leaves for Saturday workshops.

J. OUR WAYS OF WORKING PRINCIPLES

1. **What is not in writing has never been said or discussed.** Always follow the "**DAD - Discuss, Agree, and Document**" or "**ID - Inform and Document**" communication approach as needed.
2. **Avoid bottlenecks** by ensuring "**No SPOFs - No Single Point of Failures.**"
3. **Deliver "PQR: Performance, Quality, and Reliability"** by following "**Accurate Speed.**"
4. **Be the Best Performing Team** by ensuring "**No Negative Bonding.**"
5. **Understand "why we are doing whatever we are doing"**—you can clarify/convince others only to the extent you are clear/convicted yourself.
6. **"R u G'ing the JD?" [Getting the Job Done]**—Whenever you find a missing link, highlight it to the team and take ownership to fix it.
7. **"Eat as much as you can properly chew and digest."** Assess your workload and pick tasks based on your **RPK index** and **SPPS SMART goals** to deliver effectively.

K. Accelerator and Decelerator for Stipend

The stipend is provided only to **Navnidhi Pathiks** and is determined by their monthly performance rating, which is based on the following criteria:

- **Outstanding** – When you are a key driver of new business growth, you will receive a 25% increase in your stipend for that Month.
- **Satisfactory** – Meeting the minimum expected standards. Payment will be as agreed for that Month.
- **Needs Improvement** – When basic criteria are not met, which impacts eligibility for the stipend. There will be a 25% reduction in the agreed stipend for that Month.

For those in their first month, no stipend variation will happen.



Project Payout Process

The payout for each project will be distributed as follows:

1. **50%** – Allocated to end-to-end delivery, ensuring client and senior management satisfaction.
2. **10%** – Allocated to referral sources.
3. **10%** – Allocated to Business Development (BD) efforts.
4. **30%** – Designated for JBE Ecosystem charges.

L. Meeting Protocol for Pathiks

- Ensure that only the mentioned Pathiks attend the meeting.
- The meeting schedule should be shared at least one hour before the meeting.
- Post the Minutes of Meeting (MOM) within one hour after the meeting.
- Ensure that the discussed tasks or points are completed as mentioned in the MOM.
- If any Pathik is working from home during a meeting, he must ensure his camera is turned on.
- Each Pathik must join the meeting at least 5 minutes before the scheduled time.
- It is the responsibility of every Navnidhi Pathik to ensure that their respective buddies join the meeting at least 5 minutes before the scheduled time.

M. Daily Check-In/Out Chronology Guidelines

1. **Follow the Chronology** – All Pathiks must follow the sequence by replying to the preceding check-in/out message to maintain an organized record.
2. **Reply to the Latest Message** – When checking in or out, swipe and reply to the most recent check-in/out message to ensure proper order.
3. **Avoid Standalone Messages** – Do not post independent check-in/out messages; always respond within the thread to maintain continuity.
4. **Educate Buddies** – It is the responsibility of all Navnidhi Pathiks to educate and remind their buddies about this practice.
5. **Non-Compliance** – Repeated failure to follow the chronology may result in reminders from Navnidhi Pathiks and necessary corrective actions.



N. Communication Guidelines

- Formal communication is mandatory for all Pathiks.
- For communication, only the **jyotirgamay.online** email ID should be used; personal email IDs should not be used.
- Open communication is crucial for effective teamwork.
- If you have any concerns or doubts about your tasks, discuss them with anyone in the group immediately.
- Avoid delays by not sitting on assigned tasks without progress.
- Remember, clear and prompt communication leads to smoother coordination and better outcomes.

O. Termination Clause

- Pathiks may be terminated if Pathiks are found in violation of the rules and regulations outlined in the Jyotirgamay Talent Manual.
- Violations include but are not limited to:
 - Non-compliance with reporting guidelines
 - Absence from the LSW group and being a non-practicing Pathik
 - Breach of communication protocols
 - Unethical behaviour or misconduct
- If anyone wishes to terminate their internship or association, they must send an email as outlined in Section D, stating the reason for their decision.

P. Prospecting Sheet BD (Business development)

- Every Navnidhi is responsible for reviewing the BD sheet daily.
- Talent Team members are responsible for conducting a 10-minute daily stand-up meeting with all Navnidhis.
- Navnidhis should call the lost members from the BD sheet and update their status.



Q. Pro-Bono Initiatives of JBE.

The OVJC (Only Verified Job and Candidates) Community

The following telegram group and WhatsApp community is to exchange verified jobs and talents only as a helping hand pro-bono initiative by <http://www.jyotirgamay.com/> You are welcome to join the 5000+ strong community and share freely with someone else in need. Please follow the pinned message in the community to share any candidature in the suggested text template format or the detailed JD as job provider.

Telegram Group: <https://t.me/+IMo6-6qsA0MxY2I1>

WhatsApp Community: <https://chat.whatsapp.com/JDxHI2fH1B2CaqqF7zOQWN>

OVJC Admin Responsibilities:

- 1.OVJC admins are responsible for verifying job postings and candidates. Only verified candidates and job postings should be allowed in the group.
2. Each verified job posting must be shared across all groups, including Telegram. If a job post is missing in any group, the admin must ensure it is posted there.
3. OVJC admins must ensure that only verified candidates are added to the group.
4. Any non-job-related posts, videos, or links should be deleted immediately. The admin should also issue a warning, instructing members to post only job-related content.

1. BEN (Bharat Entrepreneurs Community)

- For business/entrepreneurial exchange only. No greetings/chit-chatting/discussions /job exchange of any sort. No other group invite allowed. For any verified jobs and candidates, the JBE runs another community called OVJC (only verified jobs and candidates).
- BEN admins are responsible for scheduling a virtual Sneh Milan every month and an in-person Sneh Milan every quarter.



- In BEN Sneh Milan, you can present your services and products, explore business collaborations and new opportunities with other members, and connect and collaborate effectively.
- To invite any Sanatani entrepreneur to be part of this group, feel free to share the below invite link: <https://chat.whatsapp.com/0i3nhit7Qy27UP7UIRHOV5>

2. Connect with Jyotirgamay Business Ecosystem (JBE)

Follow or join us on the following platforms to learn about JBE and help spread the word:

LinkedIn: <https://www.linkedin.com/company/jyotirgamay-solutions-pvt-ltd>

Facebook: <https://www.facebook.com/jyotirgamaysolutions>

Instagram: <https://www.instagram.com/jyotirgamay/>

X (formerly Twitter) : <https://x.com/JyotirgamayS>

Telegram Channel: <https://t.me/JyotirgamayBusinessEcosystem>

YouTube: <https://youtube.com/@talentjyotirgamay?si=yvZiiwQuhYRbynXx>

Glassdoor: <https://www.glassdoor.co.in/slink.htm?key=vkkev>

Crunchbase: <https://www.crunchbase.com/organization/jyotirgamay>

Your Story: <https://yourstory.com/companies/jyotirgamay-solutions/amp>

BBB Profile: <https://www.bbb.org/ca/on/brampton/profile/digital-marketing/jyotirgamay-solutions-0107-1391776>

Clutch: <https://clutch.co/profile/jyotirgamay-solutions#summary>



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