

Applications are invited for the following post for appointment on deputation basis initially for a period of three years from Class-I Officers of the State Government/MCGM :-

Format of Application

Application for the post of Secretary

**Affix recent
Passport size
photograph**

- i) Full Name in Block : _____
Letters (Surname) (Name) Father's/Husband's name
- ii) Residential Address : _____
& Contact No. _____
- iii) Date of Birth & Age : _____
(as on 01.03.2026)
- iv) Adequate knowledge of Languages: _____
- v) Details of Educational Qualification :-

Exam. Passed & Year	University/ Institution	Class/ Grade	Date of declaration of result

- vi) Details of Experience (As on 01.03.2026) :

Name of the Organization	Post held	Total No. of years experience	From	To

The above particulars are correct to the best of my knowledge and belief.

Place : _____
Date : _____

Signature of Applicant

NOTE :

1. Applications should be submitted on a plain paper alongwith attested photocopies of certificates/documents in support of age, qualifications, experience, etc. and forwarded to the General Manager, BEST Undertaking, BEST Bhavan, BEST Marg, Colaba, Mumbai-400 001, latest by 25th March 2026 upto 17.00 hrs.
2. Incomplete/late applications shall not be accepted.

GENERAL MANAGER

**Qualifications & Experience prescribed for the post of
Secretary in Grade A-1 in the BEST Undertaking.**

A candidate should -

- i) be not more than 50 years of age;
- ii) Possess a Degree in Arts, Science, Commerce, Management or Law of a Statutory University / Institution or an equivalent qualification;
- iii) Possess 9 years experience in administrative/executive post of which atleast 3 years should be in a responsible position in a large industrial organization; and
- v) Possess adequate knowledge of Marathi and Hindi languages.

Preferential :-

- a) Degree in Law of a Statutory University / Institution.
- b) Membership of the Institute of Company Secretaries.
- c) Experience in Secretarial Activities.

Duties and responsibilities of the post of Secretary in Grade A-1 :

The Secretary is directly responsible to the General Manager and assist the GM in dealing with the Chairman, the B.E.S.&T. Committee; the Mayor of Brihan Mumbai Mahanagarपालिका, as also keeps overall control & supervision of the Sections of Secretarial department with the following responsibilities :

- 1)) To arrange the BEST Committee meetings in accordance with the provisions of Mumbai Municipal Corporation Act 1888 (as amended-upto-date) and as per the Corporation procedure Rules for the BEST Committee meetings.
- 2) To furnish the various types of information pertaining to the Undertaking to the Chairman and Members of the B.E.S.&T. Committee, with the approval of General Manager.
- 3) To make overall arrangement of conducting the business of B.E.S.&T Committee meetings.
- 4) To send letters to the members of the BEST Committee at their residence Informing them the date and timing of the meeting of the BEST Committee alongwith other correspondence pertaining to the Undertaking.
- 5) To keep overall supervision while preparing Agenda (Marathi) for the B.E.S. &T. Committee meetings and forward the same to the residence of members of B.E.S.&T. Committee.
- 6) To prepare in Marathi the Minutes of the previous meeting of the BEST Committee and to circulate the same to the residence of the members of the BEST Committee prior to the date of next Committee Meeting and to place the same in the following meeting for confirmation of the BEST Committee.
- 7) To send the notes to the concerned Heads of Departments for their report/reply in connection with the discussions on items that took place during the meeting of the BEST Committee. To include, the replies received from the Heads of Departments on the agenda of the BEST Committee.
- 8) To check the resolutions in accordance with the decisions of the Committee prepared by AAM(Secy.) and circulate the same amongst the concerned Heads of Departments for further necessary action. To forward the copies of the proposal to the Municipal Secretary, Brihan Mumbai Mahanagarपालिका, which requires Corporation's sanction/approval.
- 9) To place before the Committee, the letters received from the Municipal Councilors/members of the BEST Committee in respect of policy matters and to deal with the same in accordance with the decision of the Committee.
- 10) To furnish the information to the Municipal Councilors and Members of the State Legislative Assembly / Parliament pertaining to the BEST Undertaking with the approval of the Management.

- 11) To furnish the information to the Municipal Authorities in connection with Short Notice Questions raised/Notice of Motions moved by the Municipal Councilors.
- 12) To arrange the important function viz. BEST Day, Shiv Jayanti, Ambedkar Jayanti, Independence Day, Republic Day, farewell functions for Head of Branches (A-2 & above officers etc.)
- 13) To arrange inauguration functions viz. Receiving Station, Bus Depot, Cash Collection Centers, Bus Station etc.
- 14) Verification of Committee notes, especially drafting, operative para, Annexures, Tables etc.
- 15) Signing various types of bills, signing of the agreement for the contracts entered into with various firms as approved by the BEST Committee.
- 16) To attend the Standing Committee meeting at the time of discussion on Budget Estimate 'C' and draw minutes in connection with the various suggestions made by the members of the BEST Committee and their observations on Budget Estimate 'C'. The direct replies with the remarks of the administration are required to be sent to the members of the BEST Committee later on.
- 17) To attend the Corporation meetings in case of important matters viz. Bus fare revision, discussion on Budget Estimate 'C' etc. To draw minutes of such meetings and to reply the Municipal Councilors after getting the reports from the administration.
- 18) To check the important resolutions, appreciation letters, condolence in case of death of prominent persons prepared by the AAM(Secy.).
- 19) To attend important meetings convened by the General Manager/Dy. General Manager and express the opinion in policy matters in the interest of the organization.
- 20) To attend the staff meetings of Heads of Departments of the Undertaking and put up the draft minutes for GM's approval.
- 21) To check the list of items approved, withdrawal, rejected, postponed, not taken for discussion etc. prepared by AAM(Secy.)/ Sr. Admn.Officer (Secy.)
