

ANNEXURE - "A"

**Duties and responsibilities of the post of Chief Manager
(Human Resources & Industrial Relations) in Grade A-1 -**

- i) All matters relating to Administration, Personnel Management and Industrial Relations and Welfare Cell.
- ii) The Personnel Management Includes organization analysis and development, recruitment, selection, placement and training, administration of salary/wages/allowances, regulation of service conditions, performance appraisal reports and controls ventilation of grievances of the employees, administering disciplinary measures, etc.
- iii) Industrial Relations includes all industrial relations/disputes between employer and employees, employer and Unions and employees and employees, collective bargaining, implementation of provisions relating to various labour enactments, Standing Orders, Service Regulations, Implementation/interpretation of the various awards, orders/judgment of the various Competent Courts such as Labour Courts, Industrial Courts, etc.
- iv) Offering views/comments on the various industrial matters/disputes raised by the Unions and/or employees in various legal forum, attending conciliation proceedings before the Statutory Authorities under the labour legislation, framing draft rules/regulations on administrative matters, establishment matters, service conditions of the employees, amendment to Service Regulations, Standing Orders, advising the Management on the repercussions, considering grant of demands, facilities, benefits, etc. demanded by the Unions and employees, offering views on various administrative matters for the guidance of the General Manager.
- v) Offering views/guidance to various departments of the Undertaking on the various Administrative matters, matters pertaining to Industrial relations, personnel management, etc.
- vi) Overall supervision of all the Welfare activities relating to the entire staff of the Undertaking which includes canteens facilities, cleanliness at depots, monetary assistance, scholarship, blood donation, workers education class, etc.
- vii) Scrutiny of the orders/ awards/ judgments of the various Courts relating to labour/industrial matters.
- viii) Maintaining Annual Confidential Records of "B" Grade Officers.
- ix) Examining the representations of "A" Grade Officers regarding the adverse remarks in the Annual Confidential Reports and put up the same to the Management and then communicate the decision of the Management to the concerned officer.

- x) Examining the representation of 'B' Grade Officers regarding the adverse marks and then communicate the decision to the concerned Officer.
- xi) Examining the representations from officers/employees in the matter of promotions, reversion, Seniority, increments etc.
- xii) Deputation of General Manager / officers within India or abroad.
- xiii) Implementing Government's Policies in respect of Backward Class Communities.
- xiv) Dealing with the proposals of appointments by way of promotion of "A" & "B" Grade Officers.
- xv) Dealing with the proposals of confirmation of "A" and "B" Grade Officers.
- xvi) Correspondence with the Maharashtra Public Service Commission/State Government regarding prescribing qualifications and experience of various posts of "A" Grade Officers.
- xvii) Dealing with the proposals regarding Rewards to the Members of Staff under the provisions of Service Regulations.
- xviii) Dealing with the proposals of Establishment Schedule of the Undertaking in respect of creation of posts, abolition of posts, transfer of posts from one establishment to the other establishment, change in the nomenclature, etc.
- xix) Dealing with the queries received by the Municipal Chief Auditor and giving replies of the same.
- xx) Any other responsibilities/duties that may be assigned by the General Manager from time to time and as per the need of the Personnel Department.

Annexure – "B"

Qualifications & Experience prescribed for the post of Chief Manager (Human Resource & Industrial Relations) in Grade A-1

A candidate should –

- i) be not more than 50 years of age;
- ii) Possess a –
 - (a) Degree in Arts, Science, Commerce or Management of a Statutory University / Institution or an equivalent qualifications.
 - (b) 2 years full time Post-Graduate Degree in Human Resource Management, Personnel Management or Labour Studies from an Institute of repute; and
 - (c) Degree in Law.
- iii) Possess atleast 9 years relevant experience of which atleast 3 years should be in a senior managerial position in handling Labour & Industrial Relations, Court matters, Manpower Planning, Recruitment, Training and Development activities, development of Personnel Management System/s, employees welfare, etc. in a large Industrial organization covered under the Industrial Dispute Act and employing a staff of over 3000; and .
- iv) Possess sound knowledge of Industrial and Labour Laws / Regulations especially Maharashtra Industrial Relations Act, 1946 and Industrial Disputes Act, 1947.
- v) Knowledge of Marathi is essential. The candidate should have passed the S.S.C. or equivalent or Higher examination with Marathi as subject of 100 or 50 marks (Higher Level or Lower Level).

ANNEXURE - "C"

**Pay-scales and Allowances admissible to the post of Chief Manager
(Human Resource & Industrial Relations) in Grade A-1 in the B.E.S.&T.
Undertaking**

PAY SCALE : (Rs.61400 – Rs.147750)

Sr.No.	Particulars	Gross Salary per month (Amount in Rs.)	
		As per starting Pay-Scale	As per last Pay-scale
1.	Basic Pay	61400	147750
2.	Dearness Allowance	14062	33838
3.	Special Pay	7000	10000
4.	House Rent Allowance (20% of Basic)	12280	29550
5.	Medical Allowance	500	500
6.	(*) Travelling Allowance	1400	1400
7.	Telephone Re-imbursement	750	750
	TOTAL	97,392	2,23,788

(*) Travelling Allowance of Rs.1,400/- is paid if Motor Car is maintained plus 50 liters of free quota of Petrol is also given.
(If Motor Car is not maintained Travelling Allowance of Rs.2,000/- is only paid).

Other Emoluments :

Provident Fund, Gratuity, Leave Travel Assistance, Free Travelling on Undertaking's buses and Ex-gratia, if declared.

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 Chief Manager (Human Resources & Industrial Relations)

**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 01.02.2026)
- 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 01.02.2026) :

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 23rd February 2026 upto 17.00 hrs.
2. Incomplete/late applications shall not be accepted.

GENERAL MANAGER