



## CENTRE for HEALTH APPLIED KNOWLEDGE & RESEARCH AUTONOMY

### Advertisement No. 01 /2026

#### (Walk-in Interview)

CHAKRA – (Centre for Health Applied Knowledge & Research Autonomy), a section 8 company of MEDD (Medical Education and Drug Department) and GOM (Government of Maharashtra) invites CVs for the following positions across its various departments:

<b>Post Name</b>	<b>No. of Post</b>
Head of Digital Health	01
LMS Technical Consultant	01
Program Manager – Digital Health and Innovation	01
Dean Research/ Head of Clinical Trial Unit	01
Officer In Charge Clinical Trial Unit	01
Research Manager	01
Senior Research Scientist	01
Officer in Charge Simulation Lab	01
Head / Principal of Faculty Development Academy	01
Program Manager FDA	01
IT Manager	01
Executive Assistant to CEO	01
HR Manager	01

Post name, number of posts, job profile, and all details are available on [www.chakra.muhs.ac.in](http://www.chakra.muhs.ac.in)

Sd/-  
Chief Administrative Officer  
CHAKRA Nashik

Date: 16/01/2026



**CENTER For HEALTH APPLIED KNOWLEDGE And RESEARCH AUTONOMY**

**आरोग्य उपयोजित ज्ञान आणि संशोधन स्वायत्तता केंद्र**

Dindori Road, Mhasrul, Nashik – 422004 दिंडोरी रोड, म्हसरुळ, नाशिक - ४२२००४

**Advertisement No. 01/2026**

CHAKRA – (Centre for Health Applied Knowledge & Research Autonomy), a section 8 company of MEDD (Medical Education and Drug Department) and GOM (Government of Maharashtra) invites CVs for the following positions across its various departments:

1. Head of Digital Health
2. LMS Technical Consultant
3. Program Manager – Digital Health and Innovation
4. Dean Research/ Head of Clinical Trial Unit
5. Officer In Charge Clinical Trial Unit
6. Research Manager
7. Senior Research Scientist
8. Officer in Charge Simulation Lab
9. Head / Principal of Faculty Development Academy
10. Program Manager FDA
11. IT Manager
12. Executive Assistant to CEO
13. HR Manager

**1. About CHAKRA**

Centre for Health, Applied Knowledge and Research Autonomy (CHAKRA) is a pioneering initiative of the Government of Maharashtra, Medical Education and Drugs Department (MEDD), with a vision of creating a network of Centres of Excellence for promoting excellence in medical education, advance medical research and enhancing the quality of patient care. The vision is to become a national leader in medical education, healthcare delivery, and clinical/academic research at par with world class institutions.

Established in April 2025 and formally launched by Chief Minister Devendra Fadnavis in June 2025 as a section 8 company under the aegis of MEDD, CHAKRA operates on a hub-and-spoke model, working with health sciences institutes affiliated with the Maharashtra University of Health Sciences (MUHS). CHAKRA expects to form public-private partnerships for clinical trials and healthcare innovation with central government institutes, multilateral agencies, other



national and international academic institutes, pharma industry, Med-tech, Health-tech, and startups. CHAKRA is based out of the Maharashtra University of Health Sciences campus (hub) and collaborate closely with select health sciences institutes (spokes) in Maharashtra.

CHAKRA has the following verticals: Clinical Trial and Research vertical, Digital Health, Simulation Lab and Faculty Development Academy. Through a three-tier hub-and-spoke model, CHAKRA integrates education, research, innovation, and digital transformation to advance quality, accessible, and affordable healthcare while fostering inter-institutional collaboration and translational research. The objectives of the 4 verticals within CHAKRA are as follows:

1. Faculty Development Academy: Enhancing faculty skills and promoting teaching innovation
2. Digital Health Department/Healthcare innovations: Capacity building for health technology and AI solutions and entrepreneurial solutions.
3. Simulation Lab: Offering Augmented Reality (AR)/Virtual Reality (VR) based clinical competency training
4. Clinical Trials Unit: Spearheading clinical trials, fostering interdisciplinary and translational research, and facilitating evidence generation in collaboration with spokes and external partners

## 2. Application Process

The Candidates who consider themselves eligible are required to send the following documents by email on [hr.chakra@muhs.ac.in](mailto:hr.chakra@muhs.ac.in) by **31<sup>st</sup> Jan 2026**. The application should have the following:

1. Covering letter which highlights the experience, knowledge and skills that candidate has which makes him/her best suited for the position they are applying for.
2. Curriculum Vitae (CV): A detailed Curriculum Vitae is to be submitted. It should clearly detail out the experience in line with the roles and responsibilities mentioned for the role and the requirements asked for the role should be clearly highlighted.
3. CV must include the following
  - a. Position applied for (This must be at the top of CV)
  - b. Mobile Number
  - c. Email
4. Scanned documents to support educational qualification, experience and other relevant information may be attached.

Any false information submitted will make the application liable for rejection.

Eligible candidates will receive an intimation about the date and time of the interview by email. Only those candidates who receive email of invitation for an interview will have to



remain present for the interview at their own expense, with all documents supporting their credentials.

Unless specifically stated we would prefer employees **below the age of 60.**

Interviews will not be conducted online; all the shortlisted candidates must remain present physically for the interview. Receiving an invitation for the interview gives no right or claim for selection for the said post.

### 3. Details of the Positions

#### 1. POSITION: HEAD OF DIGITAL HEALTH DEPARTMENT

##### Position Overview

**Position Title:** Head Digital Health Department

**Department/Vertical:** CHAKRA, Vertical: Digital Health Department

**Reporting To:** CEO CHAKRA

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

##### Key Roles and Responsibilities

The **Professor/Head of the Digital Health Department** will lead the strategic, academic, and operational direction of the department, ensuring excellence in digital health education, interdisciplinary research, policy advocacy, and advisory services. The person would be responsible for the vision and mission of Digital Health Department to empower Healthcare Professionals with digital competencies, drive research to support the benefit and proper implementation of digital technologies in healthcare delivery and education and to build policy and practices involving digital to improve health outcomes.

The roles and responsibilities of the Head of Department would include:

1. Provides strategic leadership to Digital Health Department and build a network of Digital Health Centres of Excellence across various spokes advancing medical education, research, and patient care.
2. Defines departmental vision, growth roadmap, and resource strategy aligned with CHAKRA's long-term objectives
3. Positions the department as a reference centre for digital health education, policy research around digital technologies like ABDM, and digital based healthcare innovation for Maharashtra.
4. Develops training calendar for multiple training sessions to ensure adoption of advanced technologies including AI, data analytics, interoperability, cybersecurity, and telemedicine among the various stakeholders of health sciences in Maharashtra.
5. Oversees departmental governance, budgets, KPIs, performance management, and compliance with ethics and data protection frameworks.

6. Drives academic research in AI diagnostics, predictive modelling in healthcare, digital therapeutics, public health informatics, and decision-support systems.
7. Establishes digital labs and collaborative platforms with government bodies and industry to enable students, faculty of health sciences college of Maharashtra to move up digital maturity curve.
8. Acts as chief advocate and thought leader for digital health transformation through conferences, publications, and policy engagement.
9. Promotes responsible digital health practices focusing on ethics, patient privacy, and trustworthy AI.
10. Will also be responsible for supporting start-ups in health-tech and med-tech space across the start-up maturity curve.

<b>Eligibility Criteria and Experience</b>	
<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● Master’s degree in health sciences with strong educational background in Medical Informatics, Clinical Research, Health Technology, Biomedical Engineering, Public Health, or Health Systems Management. Phd. will be an advantage.</li> <li>● Certification in Digital Health, Health Informatics, AI in Healthcare, Data Analytics etc will be preferable.</li> <li>● At least 5 years of hands-on involvement in digital health projects—such as EMR/EHR systems, telemedicine programs, AI-based diagnostics, or data-driven healthcare delivery models.</li> <li>● Proven record of developing and managing academic programs, curriculum design, and capacity-building initiatives. Experience as Head of Department, Dean (Academics/Research), or similar leadership roles preferred.</li> <li>● Should have experience in managing departmental budgets, research grants, and consultancy projects. Should have the experience of track key performance indicators and outcomes of digital health programs.</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Ability to set long-term strategic direction for the department. Align institutional objectives with state and national digital health missions.</li> <li>● Ability to foster innovation and build sustainable ecosystems.</li> <li>● Ability to translate research findings into policy briefs and advisory notes.               <ul style="list-style-type: none"> <li>- Engage with government stakeholders for evidence-based health system reforms.</li> </ul> </li> <li>● Ability to manage and motivate teams and should have experience in managing a team in the past.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong communication skills and ability to work collaboratively with various government department, private institutions and other academic institutions.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 15 years of progressive experience in academia, research, or leadership within healthcare, public health, or digital technology environments.</li> </ul>

### Remuneration & Tenure

- As per CHAKRA project guidelines and institutional norms commensurate with the experience of the candidate.
- **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.

## 2. POSITION – LMS TECHNICAL CONSULTANT

### Position Overview

**Position Title:** LMS TECHNICAL CONSULTANT

**Department/Vertical:** Digital Health Department

**Reporting To:** Head Digital Health CHAKRA

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

### Key Roles and Responsibilities

As an LMS technical consultant provides expert services for the Learning Management System (LMS), handling everything from initial planning, installation, and server optimization to custom plugin development, theme creation, third-party integrations (like SSO, CRM), performance tuning, and ongoing support, acting as an extension of an organization's IT team to ensure a secure, scalable, and effective e-learning platform. They bridge technical complexities with business needs, ensuring user buy-in and optimal learning outcomes.

Key Roles and Responsibilities include:

1. **Planning & Installation:** Advising on infrastructure, server setup (Linux/Windows), and core component stability (Apache, PHP, MySQL) for optimal performance.
2. **Customization:** Developing custom themes, plugins, and features to meet unique organizational requirements.
3. **Performance & Optimization:** Ensuring fast load times, smooth user experience, and efficient server resource use.
4. **Support & Maintenance:** Providing helpdesk support, troubleshooting, system upgrades, and ongoing maintenance.
5. **Migration:** Streamlining the process of moving courses and data into Moodle.
6. **Training & Strategy:** Liaising with stakeholders, advising on new features, and ensuring user understanding and engagement with the platform.
7. **Course Deployment:** Work with the faculty of CHAKRA to ensure that the courses are deployed properly on the Learning Management system. Work with the vendors who are developing the content to ensure that they are following the standards of Moodle Learning Management System
8. **Course Support –** Supporting learners on on-boarding on the courses that have been deployed on the course. Providing statistics on KPIs in terms of enrolment, training completed, status of training etc.

Eligibility Criteria and Experience	
<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree in computer science / information technology / software engineering or master's in computer application. Certification in Learning Management Solution would be preferred.</li> <li>● Strong knowledge of learning management system especially Moodle is required.</li> <li>● Knowledge of infrastructure and security requirements for deploying courses on Learning Management systems</li> <li>● Prior experience with universities, training institutions, healthcare or academic environments (highly preferred)</li> <li>● Knowledge of Web development (PHP, JS, HTML, CSS), Database optimization &amp; performance tuning</li> <li>● Experience in Vendor coordination &amp; quality control of content delivery</li> <li>● Experience in User training &amp; documentation development</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Experience managing LMS at <b>institutional scale</b> (5K+ users preferred)</li> <li>● Ability to translate business / academic requirements into technical solutions</li> <li>● Strong communication skills</li> <li>● Strong analytical skills to be able to do Troubleshooting &amp; root-cause analysis</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● <b>&gt;6 years</b> in LMS / EdTech / Web Platforms. 2 years of experience in Moodle implementation and administration</li> </ul>

### Remuneration & Tenure

- As per CHAKRA project guidelines and institutional norms.
- **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.

### 3. POSITION – PROGRAM MANAGER – DIGITAL HEALTH & INNOVATION

#### Position Overview

**Position Title:** Program Manager – Digital Health and Innovation

**Department/Vertical:** Digital Health Department

**Reporting To:** Head Digital Health CHAKRA

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

#### Key Roles and Responsibilities

The **Program Manager – Digital Health & Innovation** is responsible for building and operating CHAKRA's innovation ecosystem for HealthTech and MedTech start-ups by enabling partnerships, driving co-innovation, supporting product validation and commercialization, and embedding entrepreneurship across MUHS institutions. The role bridges clinical need, technology innovation, and academic research to accelerate healthcare transformation in Maharashtra.

Roles and responsibilities of the role include:

1. Develop and manage strategic partnerships with hospitals, industry, investors, government bodies, and research organizations to support HealthTech and MedTech start-ups.
2. Represent CHAKRA at national and international forums, conferences, and exhibitions to attract innovation partnerships and funding.
3. Build sustainable collaborations with technology enablers across AI/ML, IoT, VR/AR, simulation, and MedTech manufacturing ecosystems.
4. Lead multidisciplinary innovation programs covering clinical validation, product design, simulation-based research, regulatory planning, and commercialization.
5. Establish frameworks for proof-of-concept validation, intellectual property creation, and regulatory pathway development.
6. Implement performance management frameworks aligned with innovation outcomes, startup growth, and measurable social impact.
7. Foster a strong culture of design-thinking, interdisciplinary collaboration, ethical innovation, and responsible technology adoption.
8. Develop structured mentorship and accelerator programs for clinician-innovators, researchers, and startup founders.

9. Build and execute entrepreneurship programs across MUHS-affiliated colleges in collaboration with the Faculty Development Academy to nurture student and faculty innovation.
10. Create scalable innovation pipelines that convert clinical challenges into commercially viable, impact-driven healthcare solutions.

Eligibility Criteria and Experience	
<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● Bachelor’s degree is must. If degree is in Bachelor of Engineering/Biotechnology/Digital health, it is preferred. MBA preferred.</li> <li>● Preference would be given if the person is a doc-preneur.</li> <li>● Deep understanding of healthcare innovation, medical device development, and digital health ecosystems.</li> <li>● Familiarity with healthcare education, accreditation norms, and clinical validation pathways.</li> <li>● Working knowledge of emerging technologies — VR/AR, 3D Simulation, AI, IoT, and immersive learning tools.</li> <li>● Proven track record in concept-to-commercialization of products and programs in healthcare or technology domains.</li> <li>● Proven record of patentable innovations, national recognition, or leadership in healthcare technology initiatives.</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Excellent communication, presentation, and public representation skills.</li> <li>● Strong people leadership with ability to inspire diverse teams across academia, clinical, and industry settings.</li> <li>● Competence in managing senior stakeholders including VCs, regulatory authorities, and industry associations.</li> <li>● Ability to work across various stakeholders and bring them together to build value for the start-ups within CHAKRA</li> <li>● Strong project management capabilities.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Overall experience should be 15+ years. The person should have an experience of working in a health-tech/digital start-up or has been led a healthcare start-up.</li> </ul>

### Remuneration & Tenure

- As per CHAKRA project guidelines and institutional norms.
- **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.

#### 4. POSITION: DEAN RESEARCH / HEAD OF RESEARCH

##### Position Overview

**Position Title:** Dean Research / Head of Research

**Department/Vertical:** CHAKRA, Vertical: Clinical Trial and Research Unit

**Reporting To:** CEO CHAKRA

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

##### Key Roles and Responsibilities

The **Dean / Head of Research** will provide strategic and academic leadership to CHAKRA's Clinical Trial vertical, positioning Maharashtra as a national leader in high-quality, ethics-driven, and policy-relevant clinical and translational research. The role is responsible for building a robust multi-centric research ecosystem across MUHS colleges (Spokes), driving grant-funded programs, overseeing protocol quality, regulatory compliance, and enabling impactful collaborations with government agencies, industry, and global research institutions.

Roles and Responsibilities include:

1. Define and execute CHAKRA's clinical and translational research strategy aligned with Maharashtra state and national healthcare priorities.
2. Build and govern a coordinated network of research programs across MUHS-affiliated institutions ensuring consistent quality, ethics, and compliance.
3. Establish frameworks for protocol development, ethical review, regulatory compliance, and research quality assurance.
4. Lead evaluation of research proposals from spokes, working with the Research Advisory Panel to select high-impact projects for funding.
5. Secure competitive research grants from ICMR, DBT, DST, WHO, and attract sponsored studies from pharmaceutical and medical device companies.
6. Oversee planning and execution of multi-centric clinical trials ensuring adherence to ICH-GCP, DCGI, CDSCO, and international standards.
7. Strengthen research capabilities at MUHS colleges identified as spokes by building capacity through mentoring, training, infrastructure development, and performance monitoring.
8. Establish strategic partnerships with academia, industry, CROs, public health bodies, and global research organizations.

9. Ensure strong ethics governance, IEC coordination, regulatory submissions, audits, and continuous compliance.
10. Drive high-quality publications, patents, policy briefs, and translational outcomes that influence clinical practice and health policy.
11. Track research KPIs, funding outcomes, trial performance, and institutional impact; report progress to CHAKRA leadership and Board.
12. Represent CHAKRA at national and international forums as a leader in clinical and translational research excellence.

### Eligibility Criteria and Experience

<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>● PhD in Biomedical Sciences / Life Sciences / Clinical Sciences / Molecular Biology or equivalent terminal research degree. Post-doctoral training and/or advanced global training in above from reputed national/international institutions shall be considered a strong advantage.</li> <li>● Demonstrated record of outstanding contributions to research, clinical and/or translational science, public health policy, and research governance, evidenced by high-impact publications, national/international guidelines, funded research programs, and leadership of large-scale research initiatives.</li> <li>● Proven leadership experience at senior institutional, national, or multi-institutional level in biomedical research, clinical research, research funding, or regulatory governance, including building and leading large research teams, programs, or networks.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Minimum 20 years of progressive leadership experience in biomedical research, clinical research, health sciences, research funding, regulatory science, or translational medicine, including significant responsibility for national or multi-institutional research programs, clinical trials governance, and research capacity building.</li> </ul>

### Remuneration & Tenure

- As per CHAKRA project guidelines and institutional norms commensurate with the experience of the candidate.
- **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.

## 5. POSITION: OFFICER IN CHARGE CLINICAL TRIAL UNIT

### Position Overview

**Position Title:** OFFICER IN CHARGE CLINICAL TRIAL UNIT, CHAKRA

**Department/Vertical:** CLINICAL TRIAL UNIT

**Reporting To:** HEAD OF RESEARCH/DEAN RESEARCH

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

### Key Roles and Responsibilities

Officer in Charge (OIC) of the Clinical Trial Unit of CHAKRA the person would be responsible for operationalizing the Clinical Trial unit of CHAKRA. He/She would need to build the research ecosystem and delivery the clinical trial projects for CHAKRA along with the spokes and the other stakeholder ecosystem withing Maharashtra.

Roles and responsibilities of OIC includes:

1. Responsible to establish CHAKRA's Clinical Trial Unit (CTU) as a state-wide, globally benchmarked research ecosystem.
2. Designs and executes a centralized governance model across spokes and other medical/physiotherapy/homeopathy institutes to ensure high-quality clinical trial operations.
3. Oversees development of physical infrastructure and advanced digital systems including CTMS, EDC, e-CRF, and monitoring dashboards.
4. Ensures full regulatory compliance with ICMR, DCGI, CDSCO, ICH-GCP and national/international clinical research standards.
5. Leads quality management, ethical governance, audits, and continuous compliance across all trial sites.
6. Builds strategic partnerships with pharmaceutical companies, CROs, research institutions, and funding agencies to attract high-value trials.
7. Drives business development and revenue growth for the Clinical Trial Unit.
8. Develops and manages a multidisciplinary clinical research workforce across central and spoke sites.
9. Strengthens research culture through capacity building, innovation, publications, and IP generation
10. Reports performance, outcomes, and strategic progress to Research Advisory Panel, CHAKRA leadership and Board, ensuring continuous improvement and impact.

### Eligibility Criteria and Experience

<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● Bachelor’s degree in <b>pharmacology, Clinical Research, Medicine, Life Sciences, or related discipline</b>. If the person has a management degree, it will be an advantage</li> <li>● Proven track record of setting up or managing multi-site clinical trial networks, preferably in collaboration with academic institutions or hospitals.</li> <li>● Should have strong program management skills with the ability to manage research program across multiple sites and provide reporting to the concerned authorities on timely manner.</li> <li>● Hands-on experience with regulatory submissions, protocol design, ethics committee operations, and sponsor/CRO engagement.</li> <li>● Demonstrated involvement in industry-sponsored and investigator-initiated trials, including Phase II–IV or post-marketing studies.</li> <li>● Working knowledge of national and international regulatory frameworks — ICMR, CDSCO, ICH-GCP, Schedule Y, and WHO guidelines.</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Ability to conceptualize and implement large-scale, multi-institutional research programs under a hub-and-spoke model.</li> <li>● Strong stakeholder management and influencing skills to engage Deans, investigators, and industry sponsors.</li> <li>● Adept at partnership building with pharmaceutical, MedTech, and start-up ecosystems, both domestic and international.</li> <li>● Experience in developing proposals, negotiating MoUs, and managing sponsor relationships.</li> <li>● Strong team-building orientation — capable of recruiting, mentoring, and leading a diverse research workforce.</li> <li>● Excellent communication, presentation, and inter-institutional coordination skills.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Minimum <b>8 years</b> of progressive experience in <b>clinical research operations</b>, with at least <b>5 years in a leadership or head-of-department role</b>.</li> <li>● Total experience of &gt;15 years.</li> </ul>

### Remuneration & Tenure

- As per CHAKRA project guidelines and institutional norms.
- **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.

## 6. POSITION: RESEARCH MANAGER

### Position Overview

**Position Title:** Research Manager

**Department/Vertical:** CHAKRA, Vertical: Clinical Trial Unit

**Reporting To:** Dean/Head Research

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

### Key Roles and Responsibilities

The Research Manager plays a pivotal role in driving CHAKRA's clinical and academic research ecosystem by managing funded research projects, strengthening institutional research capacity, and ensuring high-quality scientific outputs that advance healthcare knowledge and policy. The role bridges project execution, academic mentorship, publication excellence, and translational research to enable CHAKRA's vision of advancing academic research in Maharashtra

Roles and Responsibilities include:

1. Coordinate and oversee government- and industry-funded research projects ensuring regulatory, ethical, and protocol compliance. Work with the clinical trial unit, to publish research papers based on the clinical trials being done by them.
2. Manage research grants including budgeting, progress tracking, reporting, and sponsor communication.
3. Drive efficient execution of multi-centric and interdisciplinary research across departments and external partners.
4. Mentor postgraduate students, PhD scholars, and faculty in protocol development, study design, execution, publication, and patenting.
5. Lead the preparation and publication of high-quality research papers that demonstrate deep expertise in key disease areas impacting Maharashtra's public health priorities.
6. Work closely with faculty and investigators to translate research findings into peer-reviewed publications, policy briefs, and clinical impact narratives.
7. Oversee development of strong research protocols with contributions from diverse clinical and scientific domains (Medical, Pharma, AYUSH, etc.).
8. Support intellectual property creation including patents, copyrights, and technology transfer while maintaining ethical and scientific rigor.

9. Organize research workshops, conferences, and training programs to continuously strengthen research capabilities.
10. Lead, mentor, and manage the Research Management Unit team including research associates and data personnel, ensuring effective operations and reporting.

<b>Eligibility Criteria and Experience</b>	
<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● Bachelor’s or master’s degree in Life Sciences, Medicine, Pharmacy, Public Health, Clinical Research, or related discipline is mandatory.</li> <li>● Demonstrated success in multicentric studies, project management, grants, and regulatory compliance (ICH-GCP, local/national ethics guidelines).</li> <li>● Knowledge about Clinical research methodology, trial design, phases, and documentation requirements.</li> <li>● Knowledge of regulatory standards and compliance (GCP, ICMR, AYUSH, ethics committees) from an Indian context.</li> <li>● Strong experience in scientific writing, protocol drafting, and publication processes.</li> <li>● Knowledge of intellectual property (copyrights, patents, trademarks) creation principles</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Advanced project and team management, including budgeting, resource allocation, and multilevel coordination.</li> <li>● Strong communication (oral and written) for interactions with faculty, regulatory authorities, funding agencies, and research teams.</li> <li>● Ability to do data management, analysis, and quality assurance.</li> <li>● Scientific problem-solving, innovation, and multi-disciplinary collaboration.</li> <li>● Proven capacity for organizing workshops, conferences, and skill-building events.</li> <li>● Proficiency in Marathi, Hindi, and English</li> <li>● Interpersonal, teamwork, and problem-solving skills</li> <li>● Should have been an author/co-author for more than 3 papers across cutting edge medical sciences/alternate health sciences research. Should have papers published in A-Class journals.</li> <li>● Should have experience in peer- reviews, meta-analysis and evidence synthesis and scientific writing standards.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Minimum experience of 3 years in similar role. Experience in managing or monitoring clinical trials/projects, or leading teams in healthcare or research settings.</li> <li>● Total work experience &gt;12 years.</li> </ul>



### Remuneration & Tenure

- As per CHAKRA project guidelines and institutional norms commensurate with the experience of the candidate.
- **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.



## 7. POSITION: SENIOR RESEARCH SCIENTIST

### Position Overview

**Position Title:** Senior Research Scientist

**Department/Vertical:** CHAKRA, Vertical: Clinical Trial Unit

**Reporting To:** Dean/Head of Research

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

### Key Roles and Responsibilities

The Senior Research Scientist in a Clinical Trial Unit (CTU) supports the design, conduct, oversight, and dissemination of clinical research studies across spokes and the various medical institutions which will be affiliated with CHAKRA. This role bridges academic rigor and operational execution, ensuring compliance with regulatory standards, ethical principles, and institutional guidelines while contributing to scientific advancement.

The roles and responsibilities of the Senior Research Scientist would include:

1. Build or work with Principal Investigators at Spokes and Pharmacologist in developing high-quality research protocols, study designs, and methodologies aligned with national and international regulations.
2. Collaborate with investigators, clinicians, statisticians, and sponsors to finalize robust study frameworks.
3. Support Dean Research/ Officer in Charge CTU on grant applications, protocol submissions, and peer-reviewed research proposals.
4. Manage day-to-day clinical trial operations ensuring that the quality of clinical trials is in line with protocols developed and to raise any issues to the management or the sponsors.
5. Coordinate with trial teams at spokes of CHAKRA affiliate institutions and oversee participant recruitment, retention, follow-up, and safety reporting.
6. Ensure strict regulatory and ethical compliance including IEC submissions, amendments, and approvals.
7. Support audits, inspections, and monitoring visits by sponsors and regulatory authorities.
8. Ensure accurate data collection, validation, confidentiality, and integrity throughout the study lifecycle.
9. Work closely with statisticians on data analysis and interpretation of trial outcomes.

10. Contribute to scientific publications, conference presentations, technical reports, and policy whitepapers.

Eligibility Criteria and Experience	
<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● <b>Education:</b> Master’s degree (MSc Clinical Research, MPH, MPharm, MDS, Ms Biotech, MSc Nursing with research experience) with proven track record in clinical research.</li> <li>● Preference would be given if the candidate has in-depth experience in one of the focus areas of CHAKRA – Genetics, Oncology, Lifestyle Diseases, Micro dentistry, Tribal Health, Epidemiology and Biostatistics, Ophthalmology, Geriatrics, Thalassemia and Sickle Cell Anaemia</li> <li>● Experience in at least 2 or 3 aspects of <b>clinical trial</b> (protocol development → IEC/IRB approval → recruitment → monitoring → reporting).</li> <li>● Has contributed to <b>research publications</b> in peer-reviewed journals.</li> <li>● Exposure in preparing grant applications, regulatory submissions, or clinical trial documentation.</li> <li>● Basic knowledge of statistical methods in clinical research (sample size calculation, randomization, interim analysis).</li> <li>● Knowledge of ICH-GCP guidelines, Schedule Y, ICMR Ethical Guidelines (2017), CDSCO/DCGI requirements.</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Familiarity with <b>electronic platforms:</b> REDCap, Oracle Clinical, Medidata, OpenClinica.</li> <li>● Knowledge of Clinical Trial Registry of India (CTRI) and international registries (ClinicalTrials.gov, EU-CTR).</li> <li>● Strong critical thinking to evaluate trial outcomes, identify risks, and propose corrective measures.</li> <li>● Computer literacy (MS Office, data entry, web tools)</li> <li>● Interpersonal, teamwork, and problem-solving skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Minimum experience of 2 year in similar role. Two years post-master’s experience in clinical trials.</li> <li>● Total experience &gt;7 years.</li> </ul>

### Remuneration & Tenure

- As per CHAKRA project guidelines and institutional norms commensurate with the experience of the candidate.
- **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement

## 8. POSITION: OFFICER IN CHARGE SIMULATION LAB

### Position Overview

**Position Title:** Officer In-Charge – Simulation Lab

**Department/Vertical:** CHAKRA, Vertical: Simulation Lab

**Reporting To:** CEO, CHAKRA

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

### Key Roles and Responsibilities

The Officer in Charge, Simulation Lab is responsible for leading the strategic, operational, and academic development of the Simulation Lab, ensuring high-quality simulation-based education, effective stakeholder engagement, and a strong focus on innovation, research, and faculty development to enhance clinical training and patient safety.

Roles and Responsibilities of the Officer in Charge include:

- **Operational Oversight:** for the daily operations of the Simulation Lab, including scheduling of simulation sessions, maintenance and repair of equipment, inventory of supplies, and supervision of technical staff. Ensure the lab's infrastructure (manikins, task trainers, AV systems, software, etc.) is maintained at high functionality and upgraded as needed to stay current with technological advances.
- **Facility Management:** Implement and enforce policies and standard operating procedures for the Simulation Lab, covering equipment usage, safety protocols, and facility upkeep. Ensure the simulation centre complies with all relevant guidelines and prepare the lab for any accreditation or certification processes as applicable.
- **Financial & Resource Management:** Manage the Simulation Lab's budget and resources efficiently, in line with the organization's financial guidelines. Plan for procurement of new simulators and learning tools by benchmarking best-in-class technology and negotiating with vendors. Oversee inventory and ensure cost-effective utilization of resources without compromising on training quality.

- **Support Curriculum Integration:** Collaborate with academic leaders and faculty of Simulation lab to integrate simulation-based learning into undergraduate (UG) and postgraduate (PG) medical and health sciences curricula.
- **Support Program Development:** Support development of a diverse range of high-impact experiential learning programs using task trainers, high-fidelity simulators, and standardized patient scenarios. Ensure these programs facilitate realistic exposure to clinical situations for students and trainees, in a safe, controlled environment that does not put real patients at risk.
- **Support Interdisciplinary Training:** Support interprofessional simulation exercises involving medical, nursing, and allied health students to foster teamwork and communication across disciplines.
- **Stakeholder Management:** Act as the **primary** liaison between the Simulation Lab and various stakeholders, including the CEO and Board of CHAKRA, academic departments of MUHS, affiliated medical colleges, and external partners.
- **Leadership & Team Management:** Provide strong leadership to the Simulation Lab team, which may include simulation educators, technicians, and administrative staff. Set clear performance expectations, conduct regular team meetings, and foster a collaborative team culture focused on innovation, responsiveness, and excellence in training delivery.

#### Eligibility Criteria and Experience

<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● A postgraduate degree in a health professions field is required (e.g., MD, MS, M.Sc. Nursing, or equivalent). A doctoral degree (Ph.D. in Health Sciences/Medical Education or related field) is preferable.</li> <li>● Combined clinical and academic experience in medical/health sciences education is expected. Experience as a faculty member (Professor, Associate Professor, or similar) with direct involvement in skills training or curriculum development will be an advantage.</li> <li>● Strong knowledge of simulation-based medical education techniques and principles.</li> <li>● Any specialized training or certifications in medical simulation or healthcare education will strengthen the profile. Additionally, certifications in life support courses (ACLS, BLS, etc.) and other clinical skills are desirable.</li> <li>● Familiarity with the pedagogy of adult learning and competency-based medical education is essential.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Knowledge of patient safety protocols and quality improvement processes in healthcare education is preferred.</li> <li>● Knowledge of curriculum development and academic research methodology - aware of how to incorporate simulation into medical and nursing curricula and how to measure learning outcomes.</li> <li>● Knowledge of how different healthcare disciplines (medicine, nursing, allied health) can train together using simulation.</li> <li>● Familiarity with simulation industry best practices and standards is desired.</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● <b>Teaching and Facilitation Skills:</b> Strong instructional skills with a background in teaching (preferably in medical/nursing or allied health education). Must excel at facilitating simulation scenarios and debriefings, with the ability to guide learners through reflection and improvement. Excellent communication and presentation skills are mandatory to effectively impart training and conduct workshops.</li> <li>● <b>Interpersonal and Collaboration Skills:</b> Excellent interpersonal skills to engage with a wide array of stakeholders – students, faculty, clinicians, administrators, and external partners. Should be a team player who can build networks and collaborations. Skills in mentorship, conflict resolution, and motivating others are critical, given the role’s leadership nature.</li> <li>● <b>Problem-Solving and Innovation:</b> Demonstrated problem-solving ability, especially in a clinical or educational context. The role requires innovative thinking to develop new simulation scenarios and programs addressing training gaps. Adaptability and continuous learning mindset to keep up with fast-evolving simulation methodologies are required.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Minimum of 15 years of combined clinical and academic experience in medical / health science education is desired.</li> </ul>

### Remuneration & Tenure

1. As per CHAKRA project guidelines and institutional norms.
2. **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.

## 9. POSITION: HEAD/PRINCIPAL FACULTY DEVELOPMENT ACADEMY

### Position Overview

**Position Title:** Head/Principal FDA

**Department/Vertical:** Faculty Development Academy (FDA)

**Reporting To:** CEO, CHAKRA

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

### Key Roles and Responsibilities

As Principal Faculty Development Academy the person is expected to provide visionary academic leadership to translate CHAKRA's mission into a multi-year roadmap that elevates faculty capabilities, drives educational excellence, and positions Maharashtra as a national leader in health-professions education. The person would lead curriculum design and innovation to create cutting-edge programs that integrate pedagogy, technology, and research while ensuring high academic quality, competency alignment, and continuous improvement through feedback analytics

High level roles and responsibilities for the Head/Principal FDA include:

1. Provides strategic academic leadership to translate FDA's mission into multi-year priorities for teaching, research, administration, and leadership development across MUHS.
2. Develops annual strategic plans aligned to CHAKRA's vision, with KPIs, milestones, and continuous improvement mechanisms.
3. Leads innovative program and curriculum design across the various areas that need faculty development for e.g. new teaching methodologies, research, IT, and administration domains.
4. Governs assessment, certification, competency tracking, and curriculum quality using feedback and NPS analytics.
5. Ensures delivery excellence through disciplined execution, review cycles, and variance management.
6. Builds faculty capacity in research methodology, study design, grant writing, and develops internal trainers for scalable growth.
7. Actively engages MUHS faculty, students, Deans, and external stakeholders to drive enrolment and participation.

8. Establishes mentorship ecosystems and strong stakeholder networks to maximize reach and impact.
9. Strengthens governance through standardized processes, KPI-driven performance management, and continuous organizational development.
10. Manages the team and provides guidance and support where necessary, so that the team can deliver as per the KPI

### Eligibility Criteria and Experience

<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● Post Graduate Degree in Health Sciences from College/ Institution recognized by concerned Council. A person with medical sciences degree would be preferred. Added certifications from FAIMER etc. will be an added advantage</li> <li>● Proven track record in faculty development, curriculum design, and/or educational research.</li> <li>● Relevant administrative experience in training and capacity building</li> <li>● National and international experience in the field of Health Professional Education.</li> <li>● Experience in accreditation, quality assurance, or institutional development and working in university.</li> <li>● Research and publications in the field of medical education technology will be given credit</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Excellent communication, presentation, and public representation skills.</li> <li>● Strong people leadership with ability to inspire diverse teams across academia, clinical, and industry settings to attend courses and deliver specific subjects within a course.</li> <li>● Ability to work across various stakeholders and deliver the calendar of courses for Faculty Development academy</li> <li>● Strong project management capabilities.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Minimum 15 years of teaching experience, with at least 10 years in leadership roles in medical/health professions education.</li> </ul>

### Remuneration & Tenure

3. As per CHAKRA project guidelines and institutional norms.
4. **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.

## 10. POSITION: PROGRAM MANAGER FACULTY DEVELOPMENT ACADEMY

### Position Overview

**Position Title:** Program Manager Faculty Development Academy

**Department/Vertical:** Administration

**Reporting To:** CAO, CHAKRA

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

### Key Roles and Responsibilities

The Program Manager (FDA) is responsible for the end-to-end planning, coordination, and delivery of faculty development programs across CHAKRA's Hub-and-Spoke network. The role ensures high-quality execution of multiple programs across various formats (online/offline/blended, short/long), seamless faculty & participant management, strong learner experience, and continuous improvement through structured feedback.

Roles and Responsibilities of Program manager include:

1. Plan, organize, and deliver FDA courses at the **Hub and Spokes**. These programs could be spanning over single/multiple days or multiple months.
2. Develop detailed program calendars, session plans, and delivery roadmaps.
3. Coordinate faculty onboarding, scheduling, briefing, and engagement for each program.
4. Manage participant enrolment, communication, attendance tracking, and certification.
5. Ensure all academic, technical, and logistical arrangements are executed flawlessly (venue, LMS, AV, travel, materials, assessments).
6. Monitor program execution against quality benchmarks and delivery timelines.
7. Work with marketing team to build the buzz for course and Faculty Development Academy before and post program
8. Support the course development team in designing new programs aligned with FDA's mission and emerging faculty needs.
9. Ensure development of participant learning materials, handbooks, case studies, assessments, and evaluation tools.
10. Coordinate continuous improvement of course content using participant feedback and NPS analytics.
11. Serve as primary point of contact for faculty, participants, MUHS colleges, and internal FDA leadership.

12. Build strong relationships with Hub & Spoke institutions to drive participation and program adoption.
13. Prepare regular progress dashboards and reports for FDA leadership and CHAKRA management.

#### Eligibility Criteria and Experience

<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● Bachelor’s degree in health sciences including Medicine, Dentistry, Nursing, Allied Health, Life Sciences. PG Degree in Medical Sciences/Public Health/Healthcare Management/Business Administration is preferred.</li> <li>● Advance training in Health Professions Education, e.g., FAIMER, ACME, any Project based longitudinal faculty development programme is preferred.</li> <li>● Basic Budgeting capabilities</li> <li>● Should have knowledge of project management and basic budgeting concepts.</li> <li>●</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Should have strong program and project management skills</li> <li>● Excellent stakeholder management capabilities as the role would need him/her to manage senior stakeholders who would be faculty for various programs.</li> <li>● Strong capabilities in event and logistics management</li> <li>● Excellent planning and scheduling capabilities.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Minimum 3 years of experience in teaching and/or faculty development.</li> <li>● <b>Should have 5 years</b> in academic program management, training operations, education delivery, or professional development training management</li> <li>● Should have total experience of more than 10 years.</li> </ul>

#### Remuneration & Tenure

1. As per CHAKRA project guidelines and institutional norms.
2. **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.

## 11. POSITION: HR (Human Resources) Manager

### Position Overview

**Position Title:** HR Manager

**Department/Vertical:** Administration

**Reporting To:** CAO, CHAKRA

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

### Key Roles and Responsibilities

The HR Manager will serve as a strategic partner, overseeing all facets of human resource management, organizational development, and employee welfare to support the academic, research, and administrative goals of CHAKRA. CHAKRA is planning to ramp up the organization in the next 2 to 3 years and the HR manager will play an instrumental role in managing this growth from a people perspective.

Roles and responsibilities include:

1. Implements, and updates HR policies in full compliance with Government of Maharashtra, MUHS, and statutory labor regulations. Ensures policy adherence, issue resolution, and management reporting.
2. Leads end-to-end recruitment and onboarding across academic, research, technical, and administrative roles.
3. Manages talent sourcing through digital platforms, referrals, and recruitment partners.
4. Administers compensation structures, benefits, statutory programs, and coordinates timely payroll processing.
5. Works with CHAKRA leadership to update performance-linked incentives, rewards, and recognition frameworks aligned with organizational goals.
6. Acts as the primary liaison between management and employees, ensuring fair grievance handling and positive workplace culture.
7. Implement structured performance appraisal systems with KPI-driven performance management.
8. Oversee HRIS implementation, digital personnel records, and HR analytics reporting to leadership.
9. Manage all HR related issues across employee sets and engage the leadership for effective resolution of these issues.

10. Manages employee separations, exit processes, and settlement of terminal benefits with compliance and professionalism.

Eligibility Criteria and Experience	
<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● Master’s degree in human resource management, Personnel Management, or MBA (HR) from a statutory university.</li> <li>● Experience in a public sector, university, or large academic/health science institution is highly preferred. Preferred if the HR has had experience of scaling up an organization.</li> <li>● Proven expertise in policy formulation, statutory compliance, recruitment, payroll, and employee relations.</li> <li>● Exposure to Maharashtra Government (GOM) service rules, MUHS norms, and relevant labour legislation (PF, ESIC, Gratuity, Contract Labor, etc.). Understanding of Section 8 company is preferable</li> <li>● Experience in implementing or managing HRIS / ERP-based HR systems and data-driven HR reporting.</li> <li>● Working knowledge of performance-linked incentive systems, talent development, and grievance-handling mechanisms.</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Capability to manage multiple recruitment vendors — digital platforms, agencies, and academic networks.</li> <li>● Excellent interpersonal and negotiation skills to handle grievances and ensure fair conflict resolution.</li> <li>● Ability to foster a culture of collaboration, ethics, and employee well-being.</li> <li>● Emotional intelligence to balance organizational priorities with individual needs.</li> <li>● Data-driven decision-making skills with ability to generate and interpret HR analytics, dashboards, and reports.</li> <li>● Effective written and verbal communication skills to interact with all levels of leadership and staff.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Minimum 10 years of experience in HR, with at least 5 years in a managerial/ HR lead position.</li> </ul>

### Remuneration & Tenure

3. As per CHAKRA project guidelines and institutional norms.
4. **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.

## 12. POSITION: IT (Information Technology) Manager

### Position Overview

**Position Title:** IT Manager

**Department/Vertical:** Administration

**Reporting To:** CAO, CHAKRA

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

### Key Roles and Responsibilities

The IT manager is responsible for operationalizing CHAKRA's technology ecosystem supporting research, education, and clinical excellence. He/She must ensure robust IT infrastructure, integrated systems, cybersecurity, and high-performance digital operations across all verticals and partner institutions. The IT manager is responsible for working with vertical leads to understand the future IT requirements and accordingly estimate IT budget and onboard vendors.

The high-level roles and responsibilities of IT Manager include:

1. Oversees planning, procurement, and deployment of IT infrastructure including cloud, servers, networks, and end-user devices. Is also responsible for design and deployment of IT network infrastructure — including switches, routers, firewalls, and wireless networks across the central and spoke institutions.
2. Leads implementation and integration of digital platforms such as ERP, HRIS, LMS, CTMS, and collaboration systems.
3. Manages IT vendors and contracts ensuring service quality, compliance, and cost optimization.
4. Ensures reliable communication and connectivity infrastructure across all CHAKRA and MUHS-affiliated sites.
5. Establishes cybersecurity, data protection, and compliance frameworks to safeguard institutional and research data.
6. Implements governance for data access, privacy, backup, retention, and regulatory adherence.
7. Builds and leads a high-performing IT team with defined KPIs and continuous improvement practices. Works with various vendors to ensure that outsourced IT functions are delivered effectively.

8. Drives digital adoption, change management, and technology integration across all functional verticals.
9. Provides leadership reporting through dashboards, risk assessments, and strategic digital progress reviews.

Eligibility Criteria and Experience	
<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● Bachelor’s degree in <b>computer science, Information Technology, Electronics, or related discipline</b> from a recognized university or a master’s in computer application from a recognized university.</li> <li>● Proven experience in planning, implementing, and maintaining IT systems for multi-site organizations (preferably in research, education, or healthcare).</li> <li>● Demonstrated track record of working with <b>multiple technology vendors</b>, managing SLAs, and executing digital transformation projects.</li> <li>● Have a strong understanding of Digital and Network architecture and experience to frameworks like COBIT, ITIL and TOGAF frameworks is preferred.</li> <li>● Experience in working on cloud solutions and exposure to working with cloud platforms</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Strong planning and organizational abilities to align technology initiatives with institutional priorities.</li> <li>● Proficiency in assessing digital platforms, vendor proposals, and managing vendor cycles.</li> <li>● Strong contract negotiation, SLA management, and project execution skills.</li> <li>● Experience in managing multi-vendor ecosystems, RFPs, and system integrations.</li> <li>● Excellent documentation and reporting skills for IT plans, performance metrics, and compliance reports.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Minimum 10 years of IT management experience, with at least 5 years in a managerial role handling enterprise-level digital infrastructure and communications for a company size of 150 to 500 people.</li> </ul>

### Remuneration & Tenure

- As per CHAKRA project guidelines and institutional norms.
- **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.



### 13. POSITION: EXECUTIVE ASSISTANT TO CEO CHAKRA

#### Position Overview

**Position Title:** Executive Assistant to CEO CHAKRA

**Department/Vertical:** Administration

**Reporting To:** CEO

**Location:** CHAKRA, Nashik, Maharashtra

**Number of Positions:** 1

**Position Type:** Full-Time-Contractual

#### Key Roles and Responsibilities

The Executive Assistant will play a key role in supporting planning, coordination, execution, monitoring, and reporting of projects under the CHAKRA initiative. The role involves working closely with CHAKRA leadership, project heads, academic departments, government stakeholders, and external partners to ensure CEO KPIs are delivered as per target.

Key Roles and Responsibilities include:

1. Translates CHAKRA's strategic vision into structured project plans, milestones, and delivery roadmaps aligned with CHAKRA priorities.
2. Coordinates across multiple verticals and other stakeholders like MUHS, various government ministries to ensure the KPI targets and action plans for CHAKRA are on time.
3. Leads monitoring, tracking, and reporting of deliverables, risks, and dependencies using standardized PMO frameworks and documentation rigor.
4. Prepares executive MIS reports, briefing notes, presentations, and progress updates for senior leadership, Ministers, and government stakeholders
5. Ensures project compliance with government norms, approvals, financial guidelines, audits, and institutional governance requirements.
6. Acts as a coordination bridge between CHAKRA leadership, MUHS affiliated colleges (spokes), government departments, consultants, and external partners from a communication and reporting perspective.
7. Builds institutional knowledge repositories, best practices, and continuous improvement frameworks to strengthen CHAKRA's KPIs and deliveries.

### Eligibility Criteria and Experience

<b>Required Knowledge</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree in engineering, Life Sciences, Health Sciences, Management, or related discipline. MBA (Full-time) from a Tier I Management Institute in Maharashtra is preferred.</li> <li>● Knowledge of government projects, public-sector organizations, healthcare, education, research, or large institutional programs is highly desirable.</li> <li>● Experience in handling multi-stakeholder, multi-project environments will be an advantage.</li> <li>● Should have strong knowledge of MIS reporting &amp; dashboard preparation</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>● Strong project structuring, coordination, and execution skills.</li> <li>● High-quality documentation, reporting, and presentation capabilities.</li> <li>● Analytical mindset with attention to detail and timelines.</li> <li>● Excellent communication and stakeholder management skills.</li> <li>● Proficiency in MS Office / Google Workspace; familiarity with project management tools preferred.</li> <li>● Ability to work in a dynamic, evolving public-sector environment with professionalism and discretion.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● 5 + years of relevant experience in administration and co-ordination across various department for senior executives. Experience in Mantralaya, University setting is preferred.</li> <li>● Experience in Government of Maharashtra administrative process and approvals is a value add.</li> </ul>

### Remuneration & Tenure

- As per CHAKRA project guidelines and institutional norms.
- **Tenure:** On contractual basis with contract term extending to max of 3 years. Contract can be renewed after 3 years based on mutual agreement.

**Date: 16/01/2026**

**Place: Nashik**