



CHAKRA

CENTRE FOR HEALTH APPLIED KNOWLEDGE & RESEARCH AUTONOMY

Advertisement No. 02 /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:

Post Name	No. of Post
Administrative Officer	01
Senior Engineer (Projects)	01

Post name, number of posts, job profile, and all details are available on <https://chakra.muhs.ac.in/>

Date: 28/01/2026


Chief Administrative Officer
CHAKRA Nashik



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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 CV for the following positions across its various departments:

1. Administrative Officer – CHAKRA
2. Senior Engineer (Projects)- CHAKRA

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 by **13th Feb 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.

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: ADMINISTRATIVE OFFICER

Position Overview

Position Title: Administrative Officer

Department/Vertical: CHAKRA, Administration Department

Reporting To: CAO CHAKRA

Location: CHAKRA, Nashik, Maharashtra

Number of Positions: 1

Position Type: Full-Time-Contractual

Key Roles and Responsibilities

The Administrative Officer (AO) will support the Chief Administrative Officer (CAO) in managing IT, HR, Procurement, Facilities, and Vendor Operations across CHAKRA. The role is responsible for translating CHAKRA's vision into well-planned, compliant, and timely execution of infrastructure and operational readiness for the Main Hub, Simulation Hub, and future Spokes.

Roles and Responsibilities of the Admin Officer include:

1. Act as the operational extension of the CAO for IT, HR, Procurement, and Facilities, ensuring execution alignment with CHAKRA's policies, timelines, and governance framework.
2. Coordinate development and readiness of CHAKRA Main Hub, Simulation Lab, and future Spokes, ensuring infrastructure, equipment, utilities, security, IT, and facilities are delivered as per CHAKRA's vision and approved plans.
3. Work closely with Vertical Leads (Faculty Development, Simulation Lab, Clinical Trials, Digital Health, etc.) to capture requirements, convert them into procurement requirements and track delivery against agreed schedules.
4. Manage end-to-end vendor lifecycle including vendor onboarding, performance monitoring, SLA enforcement, and issue resolution across IT, civil works, facilities, security, housekeeping, equipment, and services.
5. Lead vendor negotiations, contract finalization, AMC management, and compliance with procurement policies; ensure documentation, approvals, and records are audit ready.

6. Oversee facility operations post-handover, including preventive maintenance, asset registers, utilities, safety systems, security, and service continuity across hubs and spokes.
7. Coordinate with the Finance team to ensure vendor payments are processed on time, budgets are tracked, deviations are flagged early, and all financial protocols are followed.
8. Ensure adherence to statutory, safety, contractual, and internal governance requirements, including documentation for audits, inspections, and reviews.
9. Prepare periodic administrative, vendor, facilities, and budget status reports for the CAO; identify operational gaps and recommend process improvements as CHAKRA scales.

Eligibility Criteria and Experience

<p>Required Knowledge</p>	<ul style="list-style-type: none"> • Bachelor's degree in any field is essential. Post-graduate qualification preferred in Management, Human Resources, Finance, or Administration. Additional certificate in Law / Supply chain related certification will be an advantage. • Experience in institutional, academic, government, defence, or public-sector environments preferred • Prior exposure to infrastructure setup, expansion, or multi-location operations is a strong advantage • Should have proven ability in managing administration and facility across multi-site environment. • Should have been involved in budget tracking, financial coordination and vendor selection, contracting and payment (incl. dispute resolution) • Should have strong exposure to governance and should have been involved in senior management reporting in the past roles.
<p>Mandatory Skills</p>	<ul style="list-style-type: none"> • Strong negotiation and communication skills to be able to manage multi-stakeholder environment • Strong leadership skills and the ability to effectively co-ordinate with multiple stakeholders • Analytical mindset with a solution mindset as CHAKRA is a new organization and there could be multiple issues that would rise. • Proficiency in English, Hindi, and Marathi • Ability to lead teams. • Strong planning, scheduling and execution abilities.



Experience	<ul style="list-style-type: none">• 15+ years of experience in administration, facilities, logistics, procurement, or operations management
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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.
- **Should be less than 65 years of age.** A person from Armed Forces/Central Government or State Government background will be preferred.

2. POSITION: SENIOR ENGINEER (PROJECTS)

Position Overview

Position Title: Senior Engineer (Projects)

Department/Vertical: CHAKRA, Vertical: Admin Department

Reporting To: CAO

Location: CHAKRA, Nashik, Maharashtra

Number of Positions: 1

Position Type: Full-Time-Contractual

Key Roles and Responsibilities

The Senior Engineer (Projects) will be responsible for supervising day-to-day construction and maintenance activities at project sites, ensuring that works are executed as per approved drawings, specifications, safety standards, and timelines. The role involves close coordination with contractors, consultants, and internal project management teams to ensure quality, cost, and schedule adherence.

The key roles and responsibilities of Senior Engineer (Projects) include:

1. Supervise civil, electrical, plumbing, and allied works to ensure compliance with approved drawings, specifications, and standards.
2. Monitor daily site progress, timelines, and safety compliance, supported by inspections, reports, and photographic documentation.
3. Conduct joint inspections with consultants and coordinate corrective actions where required.
4. Ensure quality of materials and workmanship through regular checks, testing, and adherence to QA/QC standards.
5. Maintain quality assurance records and support third-party inspections and audits.
6. Act as the primary coordination link between consultants, contractors, vendors, and the project management team.
7. Assist in planning and tracking through work schedules, bar charts, measurement sheets, and as-built documentation.
8. Prepare and verify measurement books, bills, material reconciliation statements, and site documentation.
9. Implement and monitor safety practices, statutory compliance, toolbox talks, and safety audits.
10. Support contractor performance monitoring, commissioning, snag resolution, and final handover to facilities/operations teams.

Eligibility Criteria and Experience

<p>Required Knowledge</p>	<ul style="list-style-type: none"> • Bachelor's Degree or Diploma in Civil Engineering (Mechanical/Electrical stream acceptable for specialized works). • Experience in site execution of civil and infrastructure projects and ability to manage large projects (project value of >INR 50 Cr). Exposure to institutional, healthcare, or government infrastructure is a must. • Person with a government background is preferred. • Experience working on turnkey or greenfield projects is a must. Should have the experience of working with multiple government bodies as part of the projects delivered. • Should have the experience of Scrutiny and approval of project technical specifications and budget for civil, MEP and other construction related works. • Handling communication/coordination with various Government, Semi-Government, and Private agencies involved in the project to ascertain the progress for further dissemination to management • Should have the experience of creating and maintaining internal/ external services (facilities) in every operational work/ infrastructure development project and management of those facilities • Should have strong experience and capabilities in Vendor management in ensuring that vendors conform to defined KPIs and target scores and deliver on time.
<p>Mandatory Skills</p>	<ul style="list-style-type: none"> • Detail-oriented with strong analytical and documentation skills. • Excellent communication and coordination abilities. • Ability to handle multiple contractors and manage work under pressure. • Strong sense of discipline, integrity, and commitment to timelines. • Proficiency in Marathi, Hindi, and English • Computer literacy (MS Office, data entry, web tools) • Interpersonal, teamwork, and problem-solving skills
<p>Experience</p>	<ul style="list-style-type: none"> • Minimum 15 years of overall experience and at least 8 years of experience in site execution of civil and infrastructure projects. Should have handled projects of >INR 50 Cr.

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.