



## CENTRE FOR HEALTH APPLIED KNOWLEDGE & RESEARCH AUTONOMY

### Advertisement No. 04 /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
HR Manager	01

Post name, number of posts, job profile, and all details are available on <https://chakra-coe.com/career>

Sd/-

Chief Administrative Officer

CHAKRA Nashik

Date: 15/04/2026



## **Advertisement No. 04/2026**

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 CV for the following positions across its various departments:

1. 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
5. Innovation Cell – for managing start-ups in healthcare, Med-tech, health-tech, biotech, pharma and creating Doc-preneurs.

## 2. Application Process

The Candidates who consider themselves eligible are required to send the following documents by email on [hr@chakra-coe.com](mailto:hr@chakra-coe.com) by **22<sup>nd</sup> April 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: 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, PGDBM or Masters in HR and Labour Relation courses 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 7 years of experience in HR, with at least 3 years in a managerial/HR lead position.</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.