



CENTRE FOR HEALTH APPLIED KNOWLEDGE & RESEARCH AUTONOMY

Advertisement No. 07/2026

(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
Program Coordinator- Simulation Lab	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: 07/08/2026



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1. Program Coordinator- Simulation Lab

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 start-ups. 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 5 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 by **31 August 2026 for Program Coordinator- Simulation Lab**. 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.



POSITION: PROGRAM COORDINATOR – Simulation Lab (CHAKRA)

Position Overview

Position Title	Program Coordinator
Department/Vertical	Simulation Lab, CHAKRA
Reporting To	Officer-in-Charge (OIC), Simulation Lab, CHAKRA
Location	CHAKRA, Nashik, Maharashtra
Number of Positions	1
Position Type	Full-Time - Contractual

Key Roles and Responsibilities

The Program Coordinator will support the Officer-in-Charge of Simulation Lab at CHAKRA in planning, coordinating, implementing, and monitoring the academic, training, outreach, and operational activities of the CHAKRA Simulation Lab. The position will serve as the nodal coordination point among faculty, trainers, participants, vendors, partner institutions, and CHAKRA support functions to ensure that simulation-based education programmes, workshops, events, and projects are delivered on time, within approved resources, and to defined quality standards.

Roles and responsibilities include:

1. Plan and coordinate the quarterly calendar for Simulation Lab programmes and outreach activities.
2. Develop activity plans, timelines, checklists, responsibility matrices, trackers, and follow up with stakeholders.
3. Manage participant registration, communication, attendance, materials, certificates, feedback, and programme closure.
4. Support faculty and experts with scheduling, agendas, course content, standard documentation, and programme delivery.
5. Ensure readiness of venues, simulation areas, audio-visual systems, equipment, consumables, and training resources.
6. Liaise with partner institutions, government departments, professional bodies, vendors, and service providers for programme logistics.
7. Maintain participant records, consent and feedback forms, photographs, reports, utilisation data, correspondence, and digital repositories.
8. Prepare dashboards, presentations, minutes, summaries, outcome reports, and track performance indicators.
9. Analyse feedback, identify gaps, coordinate improvements, and support approved communication and visibility activities.
10. Ensure compliance with policies, confidentiality, ethics, safety, and undertake other responsibilities assigned by CHAKRA leadership.



Eligibility Criteria and Experience

Category	Requirement
Required Knowledge	• Graduate degree in health sciences, allied health sciences, nursing, pharmacy, physiotherapy, life sciences, public health, hospital administration, or a related discipline from a recognized university. • MBA or postgraduate qualification in healthcare management, hospital administration, public health management, programme management, project management, or a related field is highly desirable. • Sound understanding of programme and project-management principles, including planning, scheduling, budgeting, risk tracking, stakeholder coordination, documentation, and monitoring including event management processes such as participant coordination, venue and logistics planning, pre-post event activities. • Awareness of healthcare education, clinical-skills training, simulation-based learning, academic programmes, research projects, or capacity-building initiatives is desirable. • Proficiency in Microsoft Office tools, (Word, Excel, PowerPoint, Outlook, Teams, SharePoint), learning-management systems, or project-management tools.
Mandatory Skills	• Strong planning, organising, coordination, and follow-through skills, with the ability to manage multiple programmes and deadlines simultaneously. • Excellent written and verbal communication skills in English • Professional stakeholder-management skills for interaction with senior faculty, clinicians, academic leaders, government officials, participants, vendors, and partner institutions. • Ability to prepare reports, presentations, minutes, trackers, databases, and official correspondence with close attention to detail. • Data-management and analytical ability to compile, validate, interpret, and present programme metrics and participant feedback. • Problem-solving ability, service orientation, adaptability, and composure during live programmes, events, and time-sensitive operational situations. • High standards of integrity, confidentiality, teamwork, accountability, and professional conduct.
Experience	• 1-3 years of post-qualification experience in programme coordination, project coordination, event management, academic administration, research administration, healthcare training, public health programmes, or a similar role. • Experience in a medical university, medical college, hospital, simulation centre, public-health organisation, research institution, Section 8 company, government programme, or healthcare-focused non-profit organisation is preferred. • Demonstrated experience in independently coordinating workshops, training programmes, conferences, institutional events, or multi-stakeholder projects will be an advantage.

Remuneration & Tenure

1. **Remuneration:** As per CHAKRA project guidelines, approved budget, candidate qualifications, and institutional norms.
2. **Tenure:** Appointment will be on a contractual basis, initially for a period of up to 3 years. Continuation or renewal will be subject to satisfactory performance, organisational requirements, availability of funds, and mutual agreement. The position will be governed by the applicable contractual employment terms, policies, and service conditions of CHAKRA.