CENTRE FOR HEALTH APPLIED KNOWLEDGE & RESEARCH AUTONOMY

Advertisement No. 09/2026

(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
Officer In Charge Clinical Trial Unit	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: 07/09/2026

Advertisement No. 09/2026

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1. Officer In Charge Clinical Trial Unit

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 **30th September 2026 for Officer In Charge Clinical Trial Unit.**

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 be conducted online also; 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.

POSTION: OFFICER IN CHARGE, CLINICAL TRIALS

Position Overview

Position Title: Officer in charge, Clinical Trials

Department/Vertical: CHAKRA, Vertical: Clinical Trial Unit

Reporting To: CEO, CHAKRA

Location: CHAKRA, Nashik, Maharashtra

Number of Positions: 1

Position Type: Full-Time-Contractual

Key Roles and Responsibilities

1. Sponsor/CRO and Site Liaison:

- Serve as primary point of contact between Sponsors/CROs and CHAKRA, routing incoming trial proposals to the appropriate internal review process.
- Coordinate feasibility assessment logistics between CHAKRA, prospective GMC sites, and Sponsors/CROs, including EoI circulation and consolidation of site responses.
- Facilitate CTA/MoU review communication between Sponsor/CRO, the GMC's Research Cell, and the PI, without independently negotiating or approving contractual terms.
- Track document flow (protocol, IB, CTA, budget) between Sponsor/CRO and site to prevent delays at site initiation.

2. Clinical Trial Administration and Compliance Oversight:

- Serve as the point of institutional accountability for day-to-day administration, tracking, and compliance status of all clinical trials under CTRU across participating GMCs.
- Maintain the CRMS portal/master trial register, ensuring protocol approvals, amendments, ethics clearances, and regulatory submissions are logged and current.
- Monitor trial milestones, timelines, and deliverables across active studies, flagging deviations, delays, or non-compliance.
- Track submission of PI Monthly/Quarterly Progress Reports and escalate lapses.

3. Regulatory and Ethics Coordination:

- Coordinate submissions to and communications with the GMCs CTU to ensure parallel record-keeping and state reporting.
- Ensure trial conduct adheres to regulatory guidelines.

4. Fund Routing and Financial Coordination:

- Confirm sponsor funds are routed and disbursed per the CTA and applicable fund-management protocols.
- Coordinate with the CHAKRA Accountant and Fund Utilization Committee on administrative charges and disbursement schedules.

- Flag CTA clauses (fund-routing, data-reporting, subject-safety) inconsistent with Government-approved SOPs for CTRU Committee review.

5. Institutional Liaison and Stakeholder Management:

- Act as primary liaison between PIs, sponsors/CROs, and CHAKRA leadership on administrative and procedural matters.
- Facilitate onboarding of new investigator-initiated and sponsored trials, including site feasibility coordination and agreement processing.
- Support institutional outreach to college deans, HODs, and participating faculty across GMCs, and coordinate or conduct training workshops and related capacity-building activities as needed.
- Serve as CHAKRA's point of escalation for Sponsor/CRO queries on trial status, site readiness, or fund disbursement.

6. Reporting and Documentation:

- Prepare periodic status reports and dashboards on trial pipeline, compliance, and outcomes for the CTRU Committee and DMER's annual clinical trials report to the Government of Maharashtra.
- Maintain institutional records required for audits, accreditation, and regulatory inspections.

Eligibility Criteria and Experience

Required Knowledge	• **Education**: MBBS/BDS/Pharm.D or Master's degree in Clinical Research/Public Health/ Health Sciences or an equivalent relevant qualification from a recognised institution. • Postgraduate qualification in Clinical Pharmacology, Pharmacology, Clinical Research, Public Health, Epidemiology or a related discipline will be preferred.
Mandatory Skills	• Strong working knowledge of ICH-GCP, NDCT Rules 2019, CDSCO requirements and clinical research ethics • Experience in clinical-trial project management, quality management, regulatory/ethics submissions, monitoring, • SOP development, team management and stakeholder coordination. • GCP certification; experience with CTMS/EDC/eCRF; • Experience in industry-sponsored and investigator-initiated trials; • Experience in audits/regulatory inspections; experience in clinical-research network development; and peer-reviewed research publications.
Experience	• Minimum 10 years of relevant professional experience, including at least 5 years of experience in clinical research/clinical trial operations and 3 years in a supervisory/managerial/leadership role. • Candidates should have demonstrated experience in management of clinical trials, preferably multicentric studies, and experience in working with investigators, Ethics Committees, sponsors/CROs and regulatory authorities. • Industry experience preferred.

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.
- **Age:** Not above 55 years**.**