



Maharashtra University of Health Sciences

Vani-Dindori Road, Mhasrul, Nashik-422004.



Advertisement No. 03 /2025

(Walk-in Interview)

MUHS-CHAKRA established under section 8 Company at MUHS ,Nashik announces walk-in interview for following contractual positions.

Post Name	No. of Post	Venue	Interview Date
Office Superitendent	03	MUHS	Date: 21/06/2025 / At 11:00 Am
Accountant	01	MUHS	Date: 21/06/2025 / At 11:00 Am
Senior clerk	10	MUHS	Date : 23/06/2025 / At 11:00 Am
Accounts Officer	01	MUHS	Date :25/06/2025 / At 11:00 Am
Administrative Officer	01	MUHS	Date :25/06/2025 / At 11:00 Am
Assistant Professor (Digital Health)	01	MUHS	Date :08/07/2025 / At 11:00 Am
Skill Lab Technician	01	MUHS	Date :08/07/2025 / At 11:00 Am
OS CE/OS PE Assistant	01	MUHS	Date :09/07/2025 / At 11:00 Am

Post name, number of post, job profile, application form, fixed salary and all details are available on www.chakra.muhs.ac.in

Officiating Chief Administrative Officer

MUHS, CHAKRA Nashik

Date: / /2025

Brig.Dr.Subodh Mulgund,
Officiating Chief Administrative Officer



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक
वणी दिंडोरी रोड, म्हसळ, नाशिक.



जाहिरात क्र.०३ / २०२५
थेट मुलाखत (Walk-in Interview)

महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक येथे स्थापन करण्यात आलेल्या चक्र, मआविवि, नाशिक मधील खालील पदावर करार पध्दतीने नियुक्ती करण्याच्या अनुषंगाने थेट मुलाखतीचे आयोजन करण्यात आले आहे :

Post Name	No. of Post	Venue	Interview Date
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पदनाम, आवश्यक पदसंख्या, कामाचे स्वरूप, विहित नमुन्यातील अर्ज, दरमहा निश्चित वेतन इ. माहिती विद्यापीठाच्या www.chakra.muhs.ac.in या संकेतस्थळावर उपलब्ध आहे.

प्रभारी मुख्य प्रशासकिय अधिकारी
चक्र,मआविवि, नाशिक

दि. / / २०२५

Brig. Dr. Subodh Mulgund,
Officiating Chief Administrative Officer

महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

जाहिरात क्र. ०३ / २०२५

थेट मुलाखत (Walk-in Interview)

महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक येथे स्थापन करण्यात आलेल्या चक्र मआविबि, नाशिक मधील खालील पदांवर करार पध्दतीने नियुक्ती करण्याच्या अनुषंगाने थेट मुलाखतीचे आयोजन करण्यात आले आहे:

Sr. No.	Post	Fixed Pay	No. of Posts	Category wise Reservation	Qualification & Experience	Date & Time of Interview
01	Office Superintendent	Consolidated Salary Rs.45,000/- per Month	01	Open	<p>Essential Academic Qualification: Bachelor's Degree from statutory University or equivalent qualification</p> <p>Desirable: PGDBM or equivalent.</p> <p>Experience – 10 years of experience in office secretarial administration or office management roles.</p> <p>Preference and additional weightage will be given to candidates who have earlier served in Armed Forces / Govt establishments</p> <p>Age limit: Not more than 60 years.</p> <ul style="list-style-type: none">Job Profile:Administrative Tasks: Oversee scheduling, record-keeping, filing, data entry, and other support function duties. <p>Staff Supervision: Supervise and train office staff, ensuring they meet performance expectations and adhere to company policies.</p> <p>Policy and Procedure Implementation: Develop and implement office policies and procedures, ensuring compliance and best practices.</p>	21/06/2025 At 11:00 AM

					<p>Communication and Coordination: Facilitate effective communication and collaboration with other departments and teams.</p> <p>Confidential Information Handling: Handle sensitive and confidential information with discretion and maintain confidentiality.</p> <p>Problem Solving and Improvement: Identify and implement process improvements to enhance efficiency and productivity.</p>	
02	Accountant	Consolidated Salary Rs.45,000/- per Month	01	Open	<p>Qualification:- Graduate of Commerce Faculty of any statutory University /Chartered Accountant</p> <p>Essential Experience:- Minimum 10 years of experience in Accounting, Finance, Audit or in any related field in class II post in Universities, Affiliated Colleges, Government of equivalent Experience</p> <p>Preference and additional weightage will be given to candidates who have earlier served in Armed Forces / Govt establishments</p> <p>Desirable:- Candidates having experience may be preferred, Candidate's age should not be less than 40 years of age & not more than 60 Years.</p> <p>Job Profile:- Candidate needs to be well versed with Accounting software's like Tally. The accountant will be responsible for preparing and maintaining financial records for the COE . His duties will include examining financial statements to ensure they comply with local and international regulations and providing financial advice to the top management in order for them to make informed decisions. Should have knowledge of end to end financial processes of the University/ Institute. Should have handled tax compliance responsibility independently. Preparation of Budget & MIS. Candidate</p>	21/06/25 At 11.00.AM

03	Senior Clerk	Consolidated Salary Rs. 32,500/- per Month	10	Open	<p>For Senior Clerk</p> <p>Essential Academic Qualification: Graduate from any statutory University or equivalent qualification Certification in computer science or related field. Proficiency in English communication. (Written / Verbal) Proficiency in Microsoft Office</p> <p>Age limit: Age of candidate should not be above 58 years.</p> <p>Essential Experience: Minimum 10 years of experience in clerical roles.</p> <p>For those candidates who have no prior experience in clerical role will be put through a typing test</p> <p>Preference and additional weightage will be given to candidates who have earlier served in Armed Forces / Govt establishments</p> <p>Job Profile:</p> <ol style="list-style-type: none"> 1. Record Keeping: Maintain accurate and up-to-date records, files, and databases. 2. Correspondence: Handle incoming and outgoing correspondence, including emails, letters, and memos. 3. Data Entry: Enter data into computer systems, spreadsheets and databases. 4. Reports and Documents: Prepare and submit reports, documents, and other materials as required. 5. Office Management: Supervise and coordinate the work of junior clerks and other support staff. 6. Communication: Serve as a liaison between departments. 	23/06/25 At 11.00 AM
04	Accounts Officer	Consolidated Salary Rs 78,000/- per Month	01	Open	<p>Essential Academic Qualification: Post Graduate in Commerce /CA/ICWA/MBA in Finance</p> <p>Experience –</p> <ol style="list-style-type: none"> a) Minimum 7 Years' experience in Government organizations, Knowledgeable about company accounts with rich experience 	25/06/25 At 11.00 AM

					<p>in preparing, keeping books of accounts, financial obligations etc. Independently and able to guide the team in financial matter.</p> <p>b) Advanced Computer skills on MS office, Tally other accounting software and databases.</p> <p>c) Knowledge of book keeping and accounting principles, practices, standards, laws & regulations especially on section 8 company.</p> <p>d) Having knowledge of various tax laws provisions thereto, with briefing about processes and compliances and filings to be done thereunder.</p> <p>e) Having knowledge of applicability of various commercial laws, labour laws and provisions there under, includes banking payroll management, fund management, maintenance of accounting records and applicable accounting standards GR's relating to finance and funds management and procurement practices etc.</p> <p>f) Communication Skills: Excellent communication in verbal and written communications</p> <p>g) Age limit: Not more than 60 years.</p> <p>Job Profile:</p> <ul style="list-style-type: none"> • Preparing, Keeping books of accounts, Financial obligations etc. • Well versed with computer skills on MS office able to handle & operate Tally, other accounting software and databases. • Book keeping and accounting principles, practices, standards, laws & regulations especially for section 8 company. • Able to handle various tax laws and provisions thereto with briefing about processes and compliances and filing to be done thereunder. • Applicability of various commercial laws, labour laws and provisions thereunder, includes banking payroll management, 	
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					fund management, maintaining accounting.	
05	Administrative Officer	Consolidated Salary Rs 105000/- per Month	01	Open	<p>Essential Academic Qualification Graduate PG DBM /Administration /MBA post graduate in any discipline University Master/ Diploma/ Administrative. Experience – Minimum 15 years of experience in Administrative role Preference and additional weightage will be given to candidates who have earlier served in Armed Forces / Govt establishments Age limit: Not more than 60 years</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Plan and coordinate administrative procedures and systems and devise ways to streamline processes • Recruit and train personnel and allocate responsibilities and office space • Assess staff performance and provide coaching and guidance to ensure maximum efficiency • Ensure the smooth and adequate flow of information within the company to facilitate other business operations • Manage schedules and deadlines • Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints • Monitor costs and expenses to assist in budget preparation • Oversee facilities services, maintenance activities and tradespersons (e.g. electricians) • Organize and supervise other office activities (recycling, 	25/06/25 At 11.00 AM

					<p>renovations, event planning etc.)</p> <ul style="list-style-type: none"> • Ensure operations adhere to policies and regulations • Keep abreast with all organizational changes and business developments <p>Requirements and skills</p> <ul style="list-style-type: none"> • Proven experience as administration manager • In-depth understanding of office management procedures and departmental and legal policies • Familiarity with financial and facilities management principles • Proficient in MS Office • An analytical mind with problem-solving skills • Excellent organizational and multitasking abilities • A team player with leadership skills 	
06	Assistant Professor (Digital Health)	Consolidated Salary Rs 100000/- per Month	01	Open	<p>Essential Academic Qualification: Graduation and Post-Graduation in any Health Sciences from recognised University.</p> <p>Desirable: Additional qualification -Diploma/Certification in Digital Health from recognised university / institute. Certification in telehealth and/or AI/ ML Basic Computer Skills such as Excel, Tableau, basic computer languages, handling Database systems, Data Visualization</p> <p>Experience:</p>	08/07/25 At 11.00 AM

				<p>A minimum of 1 year in a relevant field. teaching/research/professional experience, excluding the experience gained while pursuing the degree.</p> <p>Teaching/ Training: Teaching/ training experience in healthcare in a related field with digital tools and platforms with a strong commitment to education and student mentorship.</p> <p>Experience of digital technologies in public health eg. ABDM / PMJAY, handling of Digital portals of other government programs like NIKSHAY.</p> <p>Exposure to use of Artificial intelligence and Machine learning.</p> <p>Industry Experience: Experience in working in the healthcare industry, either in a clinical or non-clinical role with components of Digital Health such as telemedicine, EHR, Health Information Management</p> <p>Funding Experience: Experience in securing grants for research projects, with a strong track record of grant writing and management.</p> <p>Interdisciplinary Collaboration: Experience in collaborating with researchers and faculty from other disciplines, such as computer science, engineering, or public health.</p> <p>Leadership Experience: Experience in leading research teams or projects, with a strong ability to manage and mentor team members.</p> <p>Candidates with strong communication, organizational and leadership skills are especially encouraged to apply.</p> <p>Age limit: Not more than 40 years.</p>	
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					<p>Job Profile:</p> <p>1.Teaching: Develop and teach courses related to digital health, healthcare informatics, health information systems, and related areas. Co-ordinate with teaching faculty from the institute and outside the institute.</p> <p>2.Curriculum Development: Contribute to the development and curating the curricula and programs related to digital health.</p> <p>3.Service: Participate in departmental, college, and university service activities, such as conferences, student advising, and community engagement.</p> <p>4.Research: Write proposals, conduct research in digital health, publish scholarly articles, and secure funding for research projects.</p> <p>5.Mentorship: Mentor students, including advising on research projects and providing career guidance.</p> <p>6.Collaboration: Collaborate with other faculty members, research organizations and industry partners to advance digital health education and research.</p> <p>Preference will be given to candidates having an exposure of healthcare education technology and developing educational material for student's/ health professionals.</p>	
07	OS CE /OS PE Assistant	Consolidated Salary Rs41000 /- per Month	01	Open	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> Graduate in Health Sciences of any statutory university <p>Essential Skills:</p> <ul style="list-style-type: none"> Excellent organizational and time-management skills. Strong interpersonal and coordination abilities. Basic computer literacy (MS Office, Excel, Google Forms). Basics of OSCE/OSPE formats, or structured clinical assessments. <p>Age Limit: Not exceeding 40 years on the closing date of application.</p>	09/07/25 At 11.00 AM

					<p>Key Responsibilities:</p> <p>A. OSCE/OSPE Coordination</p> <ul style="list-style-type: none"> • Provide required support to faculty in planning station requirements and logistics, preparing checklists, examiner and student instructions. • Coordinate with administrative staff for scheduling, room arrangements, and logistics. <p>B. Station Setup & Execution</p> <ul style="list-style-type: none"> • Arrange OSCE/OSPE stations with correct equipment, models, and materials. • Ensure preparation of stations (equipment, signage, score sheets, and privacy screens). • Plan and coordinate flow of examinees and monitor time during the OSCE/OSPE. <p>C. Administrative Support</p> <ul style="list-style-type: none"> • Maintain inventory of OSCE-related materials (station kits, forms, etc.). • Record attendance, support data entry, and help compile scoring sheets. • Coordinate feedback collection from faculty and students post-assessment. • Maintain required documentation. <p>Desirable Experience:</p> <ul style="list-style-type: none"> • Prior experience of working in a Clinical Simulation lab. <p>About the Role:</p> <p>The role involves supporting the faculty in planning, setup, coordination, and smooth conduct of Objective Structured Clinical/Practical Examinations (OSCE/OSPE) in the Skills Lab, including administrative, logistical, and on-site support to examiners, students, etc.</p>	
08	Skill Lab Technician	Consolidated Salary Rs41000 /- per Month	01	Open	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> • Diploma or Bachelor's (preferred) in Para Medical Technology (Advanced Care Paramedic, Emergency Medical 	08/07/25 At 11.00 AM

					<p>Technologist, Anaesthesia Assistant and Technologist, Theatre (OT), Technologist, ICU Technologist, Medical Equipment Technologist, Skills Lab Technologist or related technical field) from a recognized institute.</p> <p>Essential Skills:</p> <ul style="list-style-type: none"> • Basics of clinical procedures. • Strong technical aptitude and problem-solving ability. • Basics of simulation software, AV setups, and medical equipment. • Attention to detail and ability to follow protocols precisely. <p>Age Limit: Not exceeding 40 years on the closing date of application.</p> <p>Key Responsibilities:</p> <p>A. Lab Equipment Handling</p> <ul style="list-style-type: none"> • Setup, calibration, and maintenance of mannequins, task trainers, simulators, and AV equipment. • Ensure readiness of simulation and skill training materials prior to each session. • Perform routine maintenance and troubleshoot technical issues. <p>B. Session and Event Support</p> <ul style="list-style-type: none"> • Assist faculty in setting up skill stations. • Provide real-time technical support during simulation-based sessions or workshops. • Support faculty and students in using simulation technology. • Assist in video/audio recording setup during training sessions or assessments. • Support training faculty in basic troubleshooting and software use. <p>C. Inventory and Asset Management</p> <ul style="list-style-type: none"> • Maintain inventory of consumables, equipment, instruments, and spare parts. • Generate periodic reports on equipment usage, maintenance schedules, and stock levels. <p>D. Safety and Cleanliness</p> <ul style="list-style-type: none"> • Ensure lab safety protocols are followed. 	
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				<p>Maintain cleanliness, orderliness, and hygiene of all stations and equipment.</p> <p>Desirable Experience:</p> <ul style="list-style-type: none"> • Experience in handling medical simulators, mannequins, or healthcare lifesaving and training equipment is preferred. <p>About the Role:</p> <p>To ensure smooth technical functioning, equipment readiness, and maintenance of all materials and simulators in the skills lab. The technician acts as a vital link between faculty and infrastructure, ensuring sessions and practical demonstrations run efficiently.</p>	
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The general terms and conditions are as follows:

1. The appointment will be on a temporary basis on contract basis for the University's Section 8 Company CHAKRA, MUHS , Nashik.
2. No other financial benefit other than the fixed salary will be admissible to a person appointed on a contractual basis.
3. Since the said appointment is on a temporary and on contract basis and is not of a regular nature, the appointed candidate will not be included in the regular service of the University and in this regard, no other benefits of regular service, leave encashment, etc. Will be admissible and no claim can be made on it.
4. The appointment will initially be on a temporary basis for a period of eleven months on a contractual basis. The appointment will be extended further depending on the performance review and the requirement of the post.
5. Interested candidates for the said post should appear for the interview at Drishti, MUHS , Nashik on the date mentioned in the post and along with the given application form and the following original documents and their attested copies within the time given.
 - a) Proof of date of birth.
 - b) Certificate of Educational Qualification.
 - c) Registration Certificate. (if applicable)
 - d) Experience Certificate.
 - e) Computer literacy certificate. (if any)
 - f) Other certificate, awards if received.
 - g) Publication List. (if applicable)
 - h) Required document in case of change in name.
6. Original document of the candidates present will be checked first. Only the eligible candidates will be called for interview.
7. Candidates who do not appear on the prescribed date and time will not be considered. Also, no correspondence will be entered into regarding applications received by post.
8. The competent appointing authority shall have the right to terminate the service of such candidate on contractual basis at any time in exceptional circumstances.
9. The person appointed on contract basis should not be engaged in any business activity which may interfere with the performance of the assigned services.
10. It will be necessary for a person appointed on a contractual basis to declare any conflict of interest.
11. Persons appointed on a Contractual basis will be required to maintain confidentiality regarding the documents, information and supporting materials received by them.
12. A person appointed on a contractual basis will not be allowed any type of leave other than university holidays and minor leave in proportion to the period of appointment.
13. Only candidates who fulfill the above mentioned terms and conditions should appear for the interview.
14. Candidates will have to attend the interview at their own expense.

15. The University reserves the right to change the number of posts mentioned in the advertisement, to fill or not fill the posts / to cancel the process.

16. The decisions taken by the Hon'ble Vice Chancellor on the vacancies arising under the said recruitment process will be final.

Place: Nashik

Date: 13 / 06 / 2025

Sd xxxxxxxxxxxx

Officiating Chief Administrative Officer

CHAKRA, MUHS, Nashik



Maharashtra University of Health Sciences, Nashik

Advertisement No. 03 /2025 (Walk- in Interview)

To,
Chief Administrative Officer,
Chakra, Maharashtra University of Health
Sciences, Dindori road, Mhasrul,
Nashik-422004

Paste recent Passport
Size photo duly self
attested

Subject : _____ **Application for the post**

Sir,

I am submitting my application for the above position with the following details :

- 1) Name : _____
Last Name Name Parents/husband's name
- 2) Correspondence address : _____

_____ pin code _____
- 3) permanent address : _____

_____ pin code _____
- 4) Phone number : STD code _____ (house number) _____
e-mail _____ Mobile No. _____
- 5) Date of birth : _____
(Literal) _____
- 6) Nationality : _____ 7) Caste : _____

- 8) Gender : Female / Male
 9) Marital status : Married / unmarried/ divorcee
 10) Computer Knowledge (MS-CIT, etc.)
 11) Academic Vocational Technical Education :

Sr. no	Passed the exam	Board /university	Passing year	Subject	Percentage	Grade

12) Experience :

Name of the organisation	Post	Duration of experience		
		From	Upto	Total

Declaration :

I, declare that the information furnished in this application and the documents attached Therewith are true, complete and correct. I am aware that if any of the above informations Is found to be incorrect or incomplete, my appointment may be cancelled. Also, my application may be cancelled without giving me any prior notice. I have carefully read all the information given in the advertisement.

Date :

Place :

(Candidate's name and signature)

महाराष्ट्र नागरी सेवा नियम (लहान कुटुंबाचे प्रतिज्ञापत्र)
नियम २००५ मधील प्रतिज्ञापत्राचा नमुना "अ"
प्रतिज्ञापत्र
(विवाहीत उमेदवारासाठी)
नुमना "अ"
(नियम ०४ पहा)

मी श्री. / श्रीमती / सौ.....

श्री.यांचा / यांची मुलगा/ मुलगी/

पती / पत्नी, वयवर्षे, राहणार

..... याद्वारे पुढील प्रमाणे असे जाहीर करतो / करते की,

- १) मी या पदासाठी माझा अर्ज दाखल केलेला आहे.
- २) आज रोजी मला (संख्या) इतकी हयात मुले आहेत. त्यापैकी २८ मार्च २००५ यानंतर जन्माला आलेल्या मुलांची संख्या आहे. (असल्यास जन्मदिनांक नमुद करावा).
- ३) हयात असलेल्या मुलांची संख्या दोन पेक्षा अधिक असेल तर दि. २८ मार्च २००६ व तदनंतर जन्माला आलेल्या अपत्यांमुळे या पदासाठी मी अपात्र ठरेल, याची मला जाणीव आहे.

ठिकाण :

दिनांक :

अर्जदाराची सही