Research Associate (Support for the SAHI Secretariat), Koita Centre for Digital Health – Ashoka University

Location	On-site at Ashoka University (KCDH-Ashoka), Sonepat, with on-site duties at the National Health Authority (NHA).
Department	Koita Centre for Digital Health at Ashoka
Reports To	Project Head
Role Type	Temporary
Experience	No minimum experience required

ABOUT THE ROLE

India's Strategy for Artificial Intelligence in Healthcare (SAHI) sets out 32 recommendations for the safe, ethical and effective adoption of AI across the health system. The Ministry of Health and Family Welfare (MoHFW) and the National Health Authority (NHA) have constituted an Implementation Committee, supported by six Working Groups, to convert these recommendations into a nationally coherent, state-consulted and costed Implementation Roadmap and Action Plan. The Working Groups are:

1. Governance, Regulation & Trust
2. Health Data & Digital Infrastructure
3. Workforce, Capacity & Change Management
4. Research, Innovation & Evidence
5. Ecosystem Enablement & Global Leadership
6. Integration & Compilation (cross-cutting)

KCDH-A is establishing a dedicated team to **support the SAHI Secretariat** with technical and coordination inputs to this government-led process. The team will support evidence synthesis, drafting, Working Group facilitation, regional state consultations, knowledge management and the development of the Implementation Roadmap, a Roles and Responsibilities matrix, a Monitoring and Evaluation Framework, a State Engagement Plan and a public-facing summary document among other tasks assigned by NHA. It will then support the Secretariat in operationalising the approved Roadmap. All outputs are prepared as inputs to the government and remain government-owned.

ROLES AND RESPONSIBILITIES

Senior Researchers will form the core technical team supporting the SAHI Secretariat. Working under the guidance of the National Health Authority (NHA) and the designated lead at KCDH-Ashoka, and in close collaboration with Working Group leads and the broader Ashoka team, they will support the translation of SAHI's strategic recommendations into an actionable and implementable roadmap.

Senior Researchers aligned to each of the three tracks outlined below. Candidates are requested to indicate their preferred track when applying. While each researcher will have a primary area of focus, all three will work as an integrated team and may contribute across tracks based on evolving priorities and Secretariat requirements.

Flexibility: The SAHI Secretariat supports a government-led process. Government counterparts set the priorities, timelines and structure of the Working Groups, and these may change at short notice. The responsibilities and Terms of Reference below are therefore indicative. Team members may be reassigned across Working Groups, tracks or tasks as the programme evolves, and the role will involve periods of intense work around key meetings and deadlines, sometimes at short notice.

The Research Associate will undertake the following responsibilities:

- Support all Working Groups in drafting: first drafts of background notes, briefs, Roadmap sections, presentations and other government-format documents.

- Support evidence synthesis: literature and policy searches, screening, summaries and evidence tables, under the guidance of the Senior Researchers.
- Participate in all activities of the team, including Working Group meetings, workshops and regional state consultations, with responsibility for rapporteuring, documentation and synthesis notes.
- Coordinate closely with the Project Management Officer on meeting preparation, logistics, trackers and follow-up of action points.
- Prepare minutes and track action points for assigned meetings.
- Maintain the shared document repository and version control, together with the Senior Researcher (Implementation and Knowledge Management) and the Project Management Officer.
- Contribute to manuscripts, reports and other knowledge products.
- Undertake other tasks as required by KCDH-A, including on other projects of the Centre.
- **Supervision**
    a. Submit a short monthly progress note against this TOR to the reporting officer, and other documentation as required by the Centre.
- **Working Arrangements**
    a. On -site at the National Health Authority, New Delhi, with travel to Ashoka University, Sonipat as required.
    b. Travel within India for regional consultations, Working Group meetings and stakeholder engagements.
    c. Work outside regular hours may be required around key meetings, submissions and deadlines.
    d. Follow government document formats, protocols and approval processes where applicable. Outputs prepared for government are submitted as inputs and are not branded as KCDH-A or third-party documents unless approved. No IP can be claimed by the individual for work done under this contract.
- **Performance Review**
    a. Quarterly review against the responsibilities in this TOR, covering quality, timeliness and responsiveness.
    b. Continuation of the contract is subject to satisfactory performance.

c. Confidentiality & Conduct

a. Keep all government, partner and procurement information confidential, during and after the contract.
b. Do not publish, present or communicate project information externally, including on social media, without prior approval from the reporting manager and KCDH-Ashoka.
c. Disclose any actual or potential conflict of interest, including links with AI or health-technology vendors.
d. Abide by Ashoka University's policies and code of conduct.

d. Location & Travel

a. Work Location: New Delhi. A significant share of the work will be carried out on-site at the National Health Authority (NHA), New Delhi. The applicant may be required to commute between NHA and Ashoka University as needed.
b. Travel: Regular travel within India for regional consultations, Working Group meetings and stakeholder engagements.

WHAT WE ARE LOOKING FOR

Qualifications

Essential:

a. A degree in any relevant discipline, at any level: PhD, Master's, MPH, MBBS, BDS or Bachelor's. Relevant fields include public health, medicine, dentistry, life sciences, computer science, data science, engineering, public policy, development studies, social work and social sciences.

Desirable:

a. Coursework or training in public health, digital health, AI, health policy or research methods.

Who You Are

- **Essential:**
    - No minimum experience is required. Fresh graduates are encouraged to apply.
- **Desirable:**
    - Experience writing for or with government, such as policy notes, reports and official correspondence.
    - Research experience, publications or manuscript writing.
    - Internships or work with government, project management units, policy organisations or research institutions.
    - Familiarity with digital health or AI.

- **Skills and Knowledge:**
  - Strong writing skills and a genuine interest in health policy, digital health or AI.
  - Ability to search, read and summarise literature and policy documents accurately.
  - Good note-taking and minute-writing skills.
  - Strong organisational skills and attention to detail.
  - Presentation design skills.
  - **Agility**: comfortable with ambiguity and shifting priorities; able to pivot quickly without losing quality.
  - **Ownership**: self-motivated, takes initiative and follows through.
  - **Deadline resilience**: delivers polished work under tight and last-minute timelines.
  - **Government readiness**: understands how government works; diplomatic and discreet with senior officials and confidential information.
  - **Collaboration**: works well in a small, multidisciplinary team spanning medicine, technology and policy.
  - **Mobility**: willing to travel within India for consultations and meetings.
  - Proficiency in standard office tools (MS Office or Google Workspace), and comfort using AI tools responsibly for research and drafting.
- **Language Requirements:**
  - Proficiency in English (reading, writing and speaking) at an advanced level.
  - Working knowledge of Hindi or other Indian languages is an advantage.

ABOUT ASHOKA UNIVERSITY

Ashoka University is India's premier interdisciplinary higher education and research-focused institution, offering world-class opportunities in the natural sciences, social sciences, and humanities. Established in 2014 by leaders, thinkers, academics, and philanthropists from diverse fields, it operates on a unique model of collective philanthropy, integrating exemplary governance standards with cutting-edge pedagogy and a faculty body of international acclaim.

Today, the University has a community of 3000+ students and operates seven Schools imparting industry-oriented education, professional skills, and values-based learning to prepare students for global careers. The University espouses principles of inclusivity and diversity, having more than 57% women, 4% international scholars, 100+ students with disabilities, and over 47% students on scholarships. Since its inception, Rs 723 crores have been awarded in scholarships with over 2,000 students receiving full-tuition fee waivers cumulatively and 5400+ students being supported through scholarships. In addition, nearly 5500 of Ashoka's alumni are pursuing careers of their choice in reputed organisations and leading universities across the world.

Ashoka University continues to reaffirm its commitment to building an inclusive institution of excellence in teaching and research, nurturing responsible leaders for India and the world. In 2025, Ashoka University was honoured with the 'University of the Year (Emerging)' award at the 20th FICCI Higher Education Summit 2025 - one of India's notable industry platforms celebrating excellence in academia and innovation. The University also secured the first position in the Indian Institutional Ranking Framework (IIRF) 2025 in two prestigious categories.

The Ashoka advantage will continue to equip its students with the skills to see the big picture - to critically analyse, question, interpret, craft compelling arguments, and find sustainable solutions. It is a collective effort towards nation-building. This is where tomorrow's leaders are born.

Check out the Ashoka Website to know more: https://www.ashoka.edu.in/

ABOUT KOITA CENTRE FOR DIGITAL HEALTH AT ASHOKA UNIVERSITY (KCDH-A)

Koita Centre for Digital Health at Ashoka (KCDH-A) is an interdisciplinary Centre, offering robust academic and research programmes aimed at advancing and developing a fresh perspective on Digital Health. It focuses on the convergence of healthcare, genomics, information technology, and artificial intelligence revolutions. KCDH-A aspires to nurture a new generation of Digital Health thinkers, innovators, and implementers through a balanced emphasis on education and research.

The Centre offers strong academic programmes in digital health & informatics, drives research in next-generation digital health tools & solutions, and creates strong executive education in digital health.

KCDH-A is a joint centre of the Trivedi School of Biosciences and the Department of Computer Science at Ashoka University, established with support from Koita Foundation, a philanthropic organisation with a mission to accelerate Digital Health adoption in India.

Application Submission Process:

We invite you to embark on this journey by submitting your application to the Koita Centre for Digital Health- Ashoka University. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Application Requirements:

- Resume (maximum 2 pages)
- Cover letter (maximum 1 page), highlighting your relevant research, writing and any government experience.
- **Please merge the above into one PDF and share.**

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

Submit Your Application: Email your CV to communications.kcdha@ashoka.edu.in, head.kcdha@ashoka.edu.in and CC mayank.garg@ashoka.edu.in, resham.sethi@ashoka.edu.in, aura.bhattacharyya@ashoka.edu.in, ensuring the subject line reads as follows: <"Research Associate (Support for the SAHI Secretariat)– KCDH-A _ Applicant Name>". This will help us efficiently process your application.

Terms And Conditions:

- This position is temporary only. Employment will terminate immediately upon completion/termination of the project, and neither Ashoka University nor the Principal Investigator nor the funding agency is obligated to offer permanent employment.
- Only interview candidates will be contacted or notified. The date and time of the interview will be communicated via email exclusively.
- Under no circumstances will applications received after the vacancy notification deadline be considered.
- There will be no TA/DA given for attending the interview.
- This will be a Contractual Hiring for 12 months. Full-time on campus with on-site duties at the National Health Authority (NHA).
- Applications with additional attachments other than the merged PDF of the resume and cover letter will not be considered.