

ADVT NO: OS/TMH/30/2026

Dated: 02.07.2026

M/s. A-1 FACILITY AND PROPERTY MANAGERS PVT.LTD

WALK-IN INTERVIEW FOR THE POST OF

ASSISTANT ADMINISTRATIVE OFFICER (EDITING)

ON

10.07.2026

AT

1:00 P.M. to 2:00 P.M.

for deploying at

TATA MEMORIAL HOSPITAL

Qualification : Post Graduate or Ph.D in any stream.

Experience : Minimum one year experience in Medical / Biology Environment / Writing or rapporteur experience, especially in a journal in Medical Sciences or experience as a Medical writer or a reviewer of a Medical journal. Candidates should have proficiency in English language, Computer Skills etc.

Remuneration : **Between Rs. 40,000/- and Rs. 60,000/- per month**

Job Description: We are looking for an enthusiastic assistant editor to join our team and participate in all stages of the publication process. As an assistant editor he/she will support the editor-in-chief to administer, plan and produce various publications. The candidate will need to act as a rapporteur for various meetings (including the Institutional peer review) which will involve Medical Terminology.

Responsibilities: Collaborate with the editor-in-chief to research and plan new articles. Liaise with team members (e.g. authors, reviewers and technical assistants) ensuring deadlines are met. Proofread and check articles for accuracy, suggest possible sources and improvements for pieces. Use social media to draw attention to articles. Provide administrative support to the editor-in-chief. Documentation in peer review process of Tata Memorial Centre will be included.

Skills: Proven work experience as an assistant editor. Strong writing and proofreading skills. Experience in MS Office, proficiency in English, attention to detail, excellent communication skills, ability to prioritize and multitask.

Eligible Candidates may attend the walk-in interview at **HRD Outsourcing Cell, 4th Floor, Service Block Building, Tata Memorial Hospital, Dr. Ernest Borges Road, Parel, Mumbai-400012.**

The candidates are required to bring along with them recent Bio-data, passport size Photograph, copies of all Educational and Experience Certificates.

Candidates who prefer to have on-line interview are required to mail their request along with their Bio-data to a1facility2504@gmail.com on or before 8th July, 2026 by 12:00 noon. Requests received thereafter will not be considered.

(We, M/s. A-1 Facility and Property Managers Pvt. Ltd. are an Outsourcing Agency for the Supply of Manpower Services to Tata Memorial Hospital on contract basis.)

(Sd/-)

Supervisor

M/s. A-1 Facility and Property Managers Pvt. Ltd.