



MEGHALAYAN AGE LTD.
A Government of Meghalaya Undertaking

Address: Meghalayan Age Limited Office, First Floor - Shalom Building,
Lower Lachumiere, Shillong - 793001, Meghalaya
(CIN No. U74999ML2020SGC013727)

Phone number: 0364-7966770/67

Email ID: contact@themeghalayanage.com

Advertisement No. MAL/03/2022/Pt-III/195

Dated Shillong, 22nd June, 2024

The Meghalayan Age Ltd (MAL) invites applications from eligible candidate in prescribed format to fill up the following positions on contractual basis.

Sl. No.	Name of the Position	Educational Qualification	Experience & Skills Required	No. of Vacancies	Monthly Emolument
1.1	Content Writer	Bachelor's degree in English, Communication, Marketing, Journalism, or any related field preferred	<ul style="list-style-type: none">▪ Assist our media team in developing and executing communications plans.▪ Interpret assignment briefs to understand project requirements.▪ Frequent travel to various tourism locations.▪ Conduct high-quality research into locations of interest, culture, heritage and people, which must include thorough fact-checking.▪ Produce engaging copy, that meets brand guidelines, for travel-focused articles and other topics for multiple platforms.▪ Create concise and eye-catching headlines and body copy, in line with SEO requirements.▪ Proofread copies/articles and other written content.▪ Should be willing to adapt to flexible working hours. <p>Desired Skills & Experience:</p> <ul style="list-style-type: none">▪ Preferably at least 1 year in Copy or Content Writing.▪ Should have content writing experience, preferably in the travel domain.▪ Experience in blogging/writing online content.▪ Excellent English written and oral communication skills.▪ Strong organizational skills and the ability to meet strict deadlines.▪ Strong copy editing and proofreading skills.▪ Familiarity with SEO requirements.▪ Strong interpersonal skills and ability to establish working relations with various team members.▪ Willingness to travel and experience destinations firsthand.	1	₹ 22,100/- (minimum)



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Sl. No.	Name of the Position	Educational Qualification	Experience & Skills Required	No. of Vacancies	Monthly Emolument
1.2	Graphic Designer	Bachelor Degree in graphics, visual content design or any related field preferred.	<ul style="list-style-type: none">▪ Support our media team in creating and implementing communication strategies.▪ Analyze assignment briefs to grasp project requirements.▪ Conceptualize and bring ideas to life.▪ Generate high-quality, creative graphics and videos that align with brand guidelines.▪ Optimize graphic and video content for digital platforms.▪ Be willing to adapt to flexible working hours. <p>Desired Skills & Experience:</p> <ul style="list-style-type: none">▪ Preferably at least 1 year of experience in Graphic Design and Video Editing.▪ Knowledge of layouts, graphic fundamentals, typography, video editing, and web limitations.▪ A demonstrated working knowledge of experience visual design, brand development, and creative processes.▪ Proficient with Adobe In Design, After Effects, Illustrator, Premiere Pro, and Photoshop.▪ Familiarity with best practices for graphics and video content on social media platforms.▪ Strong English written and oral communication skills.▪ Strong organizational skills and the ability to meet strict deadlines.	1	₹ 22,100/- (minimum)

1.Age Limit: Up to 35 years.

2.Place of Posting: Selected candidate shall be posted in Shillong.

3.Remuneration:

3.1 Higher emoluments will be considered for candidates with more years of experience.

3.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.



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4. Duration of Contract: The above positions are on contractual basis.

4.1 The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of MAL and continuance of the project you are engaged with.

4.2 A detailed document of terms and conditions of engagement would be provided to the selected candidates and a deed agreement would have to be signed by the selected candidate with the MAL to that effect.

5. Prescribed Application Form: Prescribed application form can be downloaded from Meghalayan Age Limited website, <https://corp.themeghalayanage.com/recruitment/> "Or" can be obtained free of cost from the **O/o Meghalayan Age Limited, Shalom Building, 1st Floor, Lower Lachumiere, Shillong – 793001, Meghalaya, India.**

6. Mode of Submission of Filled Application Form:

6.1 Direct Submission" to **O/o Meghalayan Age Limited, Shalom Building, 1st Floor, Lower Lachumiere, Shillong – 793001, Meghalaya, India**

6.2 "Or" "Via-email" to recruitment@themeghalayanage.com

6.3 Candidates are advised to clearly mention the name of the position being applied in the cover of envelope and in the subject line of e-mail as "**Application for the position of _____**".

6.4 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for the post before applying.

6.5 Candidate must enclose along with the Application Form, recent passport size photograph, and self-attested copies of the following documents.

6.5.1 Filled Application form

6.5.2 Updated Resume

6.5.3 Educational qualifications certificates

6.5.4 Proof of Experience or Experience Certificates

6.5.5 Latest salary slips or proof of salary from the current or previous organizations

6.5.6 Additional or technical qualifications certificates (if any)

6.5.7 Identity Proof (PAN Card or Aadhar Card)

6.6 Incomplete application shall not be entertained and is liable to be rejected. However, an extra sheet of A4 size may be attached, wherever necessary, mentioning the serial no.

6.7 Last Date for submission of application is **8th July, 2024 up to 05:00 PM**. Application received after the last date will not be entertained and MAL will not be responsible for any kind of postal loss or transit delay.

7. Selection Process:

7.1 Selected candidates will undergo a personal interview as part of the recruitment process. Additionally, there may be a requirement for candidates to participate in a skill evaluation test, if deemed necessary. Further details regarding these assessments will be communicated to the candidates upon their selection.



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8. General Information:

- 8.1** The pre-requisite qualifications and experience are minimal and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MAL reserves the right to restrict the candidates to be called for interview to a reasonable number based on qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.
- 8.2** Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the interview will be sent only to the shortlisted candidates via SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. Shortlisted candidates will be directly reached out by HR department.
- 8.3** In case there are less number of candidates applying for the position or if in the technical evaluation process, MAL find a good fitment with less number of experience than advertised for. He or She will be selected for the role if the interview committee and the MAL management agrees to the same.
- 8.4** MAL reserves the right to extend the closing date for receipt of applications. MAL also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.
- 8.5** No TA/DA shall be paid for attending the interview.

Sd/-

[Shri. Robert Lyngdoh]
Chief Administrative Officer
Meghalaya Age Limited

CC:

1. Shri. Vijay Kumar D, IAS, Chairman cum Managing Director, Meghalayan Age Limited, for kind information.
2. Shri. C. V. D. Diengdoh, IAS, Executive Director, Meghalayan Age Limited, for kind information.
3. Smti. Arkinie Tariang, Chief Financial Officer, Meghalayan Age Limited, for kind information.