



MEGHALAYAN AGE LTD.

A GOVERNMENT OF MEGHALAYA UNDERTAKING

No. MAL/03/2020/Pt-1/185

Dated: 02-November-2021

**Expression of Interest for Empanelment of Freelance
Copy Writer for Meghalayan Age Limited**

Chief Administrative officer (CAO), MAL Shillong, Meghalaya (India), Ph. No. +91 03642210358 / +91 9863065161 through the process of EOI invites applications from eligible individuals for the position of Freelance Copy Writer as per the prescribed format mentioned in this EOI.

A. Scope of work:

Services shall include –

- I. Assist our media team in developing and executing communications plans.
- II. Interpret assignment briefs to understand project requirements.
- III. Travel to various locations where required.
- IV. Conduct high-quality research into locations of interest, culture, heritage and people, which must include thorough fact-checking.
- V. Produce engaging copy, that meets brand guidelines, for travel-focused articles and other topics for multiple platforms.
- VI. Create concise and eye-catching headlines and body copy, in line with SEO requirements.
- VII. Proofread copies/articles and other written content.

B. Qualifications & Eligibility:

- I. Experience: 2 years in Copy or Content Writing.
- II. Education: Bachelor's degree in English, Communication, Marketing, Journalism or related field preferred.
- III. Should have content writing experience, preferably in the travel domain.
- IV. Experience in blogging/writing online content.
- V. Excellent English written and oral communication skills.
- VI. Strong organizational skills and the ability to meet strict deadlines.
- VII. Strong copy editing and proofing skills.
- VIII. Familiarity with SEO requirements.
- IX. A sincere love for travel.

MEGHALAYAN AGE LIMITED (MAL)

Shillong, Meghalaya

C. Preparation & Submission of Proposal:

- i. Individual shall submit 'Form A', 'Form B' and 'Form C' along with self-attested documentary evidence to prove eligibility.
- ii. Submission of Application:
 - a. **Soft Copy of Application:** Soft copy of application shall be submitted in PDF format along with scanned signature on each page through email. The documents are to be send to humanresources@themeghalayanage.com before the due date and time.
 - b. Hard copy of the application shall be submitted on following address: to Chief Administrative Officer (C.A.O) Meghalayan Age Ltd. Shalom Building, 1st floor, Lower Lachumiere, Shillong Meghalaya-793001 (India)
- iii. Last Date and Time for submission of Proposal: 12-Nov-2021, 17:00 PM.
- iv. Date of Interview shall be intimated through email.

D. General Terms & Conditions:

- i. Individual will be asked to provide the cost of service per assignment basis which should be put up in Form C of this EOI.
- ii. Meghalayan Age Limited (MAL) reserves the right to accept or reject all or any of the submitted assignment without assigning any reason whatsoever.
- iii. Meghalayan Age Limited (MAL) reserves the right not to proceed with the Service at any time, without notice or liability.
- iv. The decision of the CAO Meghalayan Age Limited (MAL) shall be final in all cases.

-Sd-

Chief Administrative Officer (C.A.O)

Meghalayan Age Ltd.

Shalom Building, 1st floor, Lower Lachumiere,

Shillong Meghalaya-793001 (India)

MEGHALAYAN AGE LIMITED (MAL)

Shillong, Meghalaya

FORMS

MEGHALAYAN AGE LIMITED (MAL)

Shillong, Meghalaya

Form - A

Date:

To,

Chief Administrative Officer (C.A.O)
Meghalayan Age Ltd.
Shalom Building, 1st floor, Lower Lachumiere,
Shillong Meghalaya-793001 (India)

Sub: Expression of Interest for Empanelment of Freelance Content Writer for Meghalayan Age Limited

Dear Sir,

I hereby confirm that (insert Individual name), the Applicant satisfy the terms and conditions laid down in the EOI document.

My contact details for official correspondence shall be as below:

- Postal Address:
- E-mail:
- Mobile No.:

I agree and undertake to abide by all the terms and conditions of the EOI Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the EOI Document.

Yours faithfully,

(Signature, name and address)

MEGHALAYAN AGE LIMITED (MAL)

Shillong, Meghalaya

Form – B

Prescribed CV / Firm Profile Format

1. Name:

2. DOB:

3. Contact address (including email, telephone mobile):

4. Qualifications:

5. Experience:

6. Areas of interest:

7. References:

(Signature)

Note: Applicant shall submit all the self-attested Academic certificates, Marksheets and Work Experience related documents along with CV. Applicants may submit additional information in the form of Brochures, websites etc. also if any.

MEGHALAYAN AGE LIMITED (MAL)

Shillong, Meghalaya

Form – C

Cost of Service per Assignment