



MEGHALAYAN AGE LTD.

A GOVERNMENT OF MEGHALAYA UNDERTAKING

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

Dated: 21-October-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

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## 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](mailto: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: 01-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

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FORMS

# MEGHALAYAN AGE LIMITED (MAL)

Shillong, Meghalaya

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## 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

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## 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**

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**Form - C**

**Cost of Service per Assignment**