



MEGHALAYAN AGE LTD.

A GOVERNMENT OF MEGHALAYA UNDERTAKING

No. MAL/03/2020/Pt-1/191

Dated: 21-October-2021

**Expression of Interest for Empanelment of
Freelance Graphic and Video Designer 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 Graphic and Video Designer 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. Visualize and implement concepts.
- IV. Produce high-quality and creative graphics and videos in accordance with brand guidelines.
- V. Optimize graphics and video content for digital media platforms.

B. Qualifications & Eligibility:

- I. Experience: 2-4 years of experience in Graphic Design and Video Editing.
- II. Degree in graphics or any related field preferred.
- III. Knowledge of layouts, graphic fundamentals, typography, video editing, and web limitations.
- IV. A demonstrated working knowledge of experience design, brand development, and creative process.
- V. Proficient with Adobe In Design, After Effects, Illustrator, Premiere, and Photoshop.
- VI. Familiarity with best practices for graphics and video content on social media platforms.
- VII. Strong English written and oral communication skills.
- VIII. Strong organizational skills and the ability to meet strict deadlines.

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: 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

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 Graphic and Video Designer 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)

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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.

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Form - C

Cost of Service per Assignment