



**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/82/2022/111**

**Dated Shillong, 5<sup>th</sup> November, 2022**

**ADVERTISEMENT**

The Meghalayan Age Ltd (MAL) for the implementation of the MyMeG Project, is conducting walk-in interviews from eligible candidates to fill up the following positions on 6 months fixed term contractual basis.

<b>Sl. No.</b>	<b>Position</b>	<b>Desired Qualifications &amp; Experiences</b>	<b>No. of Vacancies</b>	<b>Monthly Emolument</b>
1.1	<b>Graphic Designer</b>	<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Study design briefs and determine requirements.</li><li>2. Conceptualize visuals based on requirements, using appropriate colors and layouts for each graphic.</li><li>3. Develop illustrations, logos, and other designs using software or by hand.</li><li>4. Work with copywriters and the creative director to produce the final design, and make amendments as per requirements to make the final output visually appealing.</li></ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"><li>1. Prior graphic designing experience with a strong portfolio of illustrations or other graphics, depicting a keen eye for aesthetics and details.</li><li>2. Familiarity with design software and technologies (such as Corel Draw, InDesign, Illustrator, Dreamweaver, Photoshop).</li><li>3. Ability to work as a team methodically and meet deadlines.</li><li>4. Degree in Design, Fine Arts is a plus.</li></ol> <p><b>Desired Experience:</b> 3-5 years of relevant experience</p> <p><b>Desired Qualification:</b> Minimum of a graduate</p>	1	Rs.40,000/-



1.2	<b>Video Editor</b>	<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Should be able to lead a team working on localization and versioning projects in both short/long-form as per the brief given by Project Manager mainly using Adobe Creative Cloud.</li><li>2. Able to work with a team of Video Editors to produce multiple language versions and multiple aspect ratio deliverables from source video master.</li><li>3. Creating, amending, removing, recreating, and realigning graphical elements, texts, logos, designs, product packs, textures, backgrounds, etc., as per the brief.</li><li>4. Following best practices for versioning control, naming convention, and neat organization of multiple unique assets creating multiple versions across multiple languages delivering to multiple destinations.</li></ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"><li>1. Professional English language, excellent interpersonal skills, and a Can-Do attitude.</li><li>2. A perfect mix of creative skills on the software, technical knowledge on the industry formats and standards worldwide.</li><li>3. Advanced level video editing, re-editing, cutdowns, sound editing and basic color correction.</li><li>4. Intermediate level 2D/3D motion graphics, animation, painting, compositing, motion tracking and visual effects.</li><li>5. Advanced to intermediate understanding of Premiere Pro, After Effects and Photoshop.</li><li>6. Intermediate to basic understanding of Adobe software packages like Illustrator, InDesign and Animate, Acrobat Pro, etc.,</li><li>7. Strong eye for detail is important for producing multiple outputs with minor but critical changes unique to every single version.</li></ol> <p><b>Desired Experience:</b> 3-5 years of relevant experience</p> <p><b>Desired Qualification:</b> Minimum of a graduate</p>	2	Rs.40,000/-
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1.3	<b>Digital Marketer</b>	<p><b>Job Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. To liaison with local content creators and producers, so as aggregate the content which reflects the culture and lifestyle of the state of Meghalaya.</li><li>2. Motivate, on-board and collaborate with local musician and artists, video creators, film makers to generate the content.</li><li>3. Effective dissemination of the content produced and aggregated, so as to reach to reach the target user.</li></ol> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"><li>1. Work Experience as a Digital Marketer.</li><li>2. Excellent knowledge of social media usage and content dissemination methods.</li><li>3. Hands-on experience with content aggregation.</li><li>4. Strong written and verbal communication.</li><li>5. Knowledge of any one of the local languages is mandatory.</li><li>6. Strong interpersonal skills and ability to establish working relations with various teams.</li><li>7. Very organized, able to manage multiple tasks simultaneously.</li><li>8. Willingness to travel for work purpose.</li></ol> <p><b>Desired Experience:</b> 3-5 years of relevant experience</p> <p><b>Desired Qualification:</b> Minimum of a graduate</p>	1	Rs.40,000/-
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**1. Age Limit:** Up to 35 years.

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

**3. Remuneration:**

**3.1** The monthly emolument is mentioned in the above column.

**4. Duration of Contract:** The above positions are for **6 months** fixed term contractual basis.

**4.1** 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. Interview:** MAL will conduct a walk-in interview in their office located at-

**Meghalayan Age Limited,**

**Shalom Building, 1st Floor, Lower Lachumiere,**

**Shillong – 793001, Meghalaya, India**

**Landmark: Near Gold's Gym**



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**6.1** Candidate must come for the interview with the following documents.

- 6.1.1 Updated Resume
- 6.1.2 Educational qualifications certificates
- 6.1.3 Proof of Experience or Experience Certificates
- 6.1.4 Latest salary slips or proof of salary from the current or previous organizations
- 6.1.5 Additional or technical qualifications certificates (if any)
- 6.1.6 Identity Proof (PAN Card or Aadhar Card)

**6.2** MAL will conduct the walk-in interviews until the above positions are filled.

## **7. Selection Process:**

**7.1** There will be personal interview for the position.

## **8. General Information:**

**8.1** The number of vacancies indicated in the advertisement and notification is tentative. MAL reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.

**8.2** MAL 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.

**8.3** 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.