



**NEHRU MEMORIAL MUSEUM AND LIBRARY**  
**Teen Murti House, New Delhi-110011**  
**(Autonomous Body set up by the Govt. of India)**

The Nehru Memorial Museum & Library (NMML), an Autonomous Body under the Ministry of Culture, seeks qualified candidate for appointment to the post of Web Developer on contractual basis.

**Name of the post:** Web Developer

**No of post:** One (1)

**Qualifications:** 60% marks aggregate or equivalent grade in B.Tech. (IT)/CSE stream.

**Remuneration:** Rs.40,000/-

**Experience required:** minimum 4 years working experience in the relevant field or has worked in a similar project, excellent written & oral communication skills, expertise in PHP, CMS, JavaScript, HTML, CSS with knowledge in database like MySQL & SQL server.

Interested candidates may send their applications along with self-attested copies of educational qualifications and experience certificates, etc. to this office address i.e. The Director, Nehru Memorial Museum & Library, Teen Murti House, New Delhi-110011 so as to reach latest by 06<sup>th</sup> December, 2022.

# Nehru Memorial Museum and Library

## **Terms and Conditions of Appointment of Web Developer on Contractual basis**

### **1. Employment Contract**

The **Web Developer** will be engaged for a fixed period of 1 year, renewable for 1 year at a time based on NMML's requirement and Performance Evaluation.

### **2. Compensation and Benefits**

- i. Salary – A consolidated remuneration of ₹ 40,000 fixed per month will be paid. No allowances will be paid.
- ii. Leave – 12 days CL in a year (One day Casual leave in a month).
- iii. Travel Allowance: Travel allowance would be paid as per Gol regulations whenever travelling is done to fulfill job responsibilities.

### **3. Full Time Occupation:** Employment in NMML would be on full-time contractual basis.

### **4. Compliance to Statutes and Rules applicable to Servants of Government of India**

- a. The **Web Developer** shall be expected to follow all the rules and regulations of the Government of India as applicable. He/She will be expected to display utmost honesty, secrecy of office and sincerity while discharging his duties.
- b. The **Web Developer** will be completely accountable for any advice, during his engagement in this department.
- c. The **Web Developer** shall be bound to hand-over the entire set of soft/hard records of assignment or any other assets in his possession to NMML before the expiry of the contract and before the final payment is released by NMML.

### **5. Purely Contractual Agreement**

The appointment of **Web Developer** is purely contractual in nature and for a fixed term only.

### **6. Termination Provisions:** NMML can cancel the appointment at any time without providing any reason for it. However, in the normal course it will provide one month's notice or one month's salary, whichever it deems fit, to the **Web Developer**. The **Web Developer** can also seek for termination of contract upon giving 3 (three) months' notice to the NMML.

### **7. Responsibilities**

- The responsibilities would be provided in detail by the Competent Authority and to provide technical support Related CMS and web development etc.
- Any other responsibilities as decided by NMML.
- NMML website Development and Maintenance.
- Renewal of services (Domain, VPN, SSL Certificate, ports etc.)
- Applying and follow-up of any kind of new services via-e-forms.

- Server monitoring, update and maintenance.
- Gov.in email id's creation and technical support.
- Search Engine Optimization and Social Media Optimization.
- Digital Marketing.
- Keeping close liaison with ministry of Culture Media cell.
- Follow-ups, email replies and Documentations.
- Provide hardware and software support.
- STQC and GIGW Support.