



TERMS OF REFERENCE

(Position: Web Developer)

No of Positions: 2

Location: Chennai (Full-Time - Contract)

Background:

Government of India has set up the Madras Export Processing Zone (MEPZ) in the year 1984 as a Multi-Product Zone. It was being converted into a Special Economic Zone in the year 2003. MEPZ SEZ is located at Tambaram in a close proximity of 9 km from Chennai International Airport and about 30 km from the Chennai Sea Port. MEPZ SEZ is headed by the Development Commissioner, who is of the rank of Joint Secretary to the Government of India. MEPZ SEZ has the jurisdiction of Special Economic Zones (SEZs) and 100% Export Oriented Units (EOUs) located in the State of Tamil Nadu, UT of Puducherry (Pondicherry and Karaikal areas) and UT of Andaman & Nicobar Islands.

MEPZ Zone Chennai spreads to a total area of 262 acres. The Zone became operational with the commencement of exports in 1985-86. There are about 124 Units in MEPZ SEZ operating in Manufacturing and Service Sectors like Apparel, Engineering, Electronics, Chemicals, Aerospace, Pharmaceuticals, Gem & Jewellery, IT/ITES, etc. The Zone provides direct employment to more than 35,000 persons.

Job brief:

We are looking for an outstanding Web Developer to be responsible for the coding, innovative design and layout of our website. Web developer responsibilities include building our website from concept all the way to completion from the bottom up, fashioning everything from the home page to site layout and function.

Responsibilities:

Overview:

The work will be undertaken under the supervision of the Programme Officer in charge of the Information Technology team and in close collaboration with relevant team members. The web developer's main task will be to propose, develop and implement all elements of the front-end user interface for several web-based initiatives. The website platform will be the Madras Export Processing Zone (MEPZ) portal (www.mepz.gov.in).

Tasks and Deliverables:

The web developer's work and deliverables will include:

- Writing well designed, testable, efficient code by using best software development practices
- Create website layout/user interface by using standard HTML/CSS practices



- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs
- Create and maintain software documentation
- Be responsible for maintaining, expanding, and scaling our site
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities
- Cooperate with web designers to match visual design intent

Qualifications:

Education and Work Experience:

Candidates must have completed BCA / MCA / B.E from a premier institute and has proven experience of 3-5 years in web programming and technical implementation of user interfaces in a web-based environment. Candidates should provide a portfolio containing examples of their achievements.

Technical Skills and Expertise:

- Top-notch programming skills and in-depth knowledge of modern HTML/CSS
- Familiarity with at least one of the following programming languages: PHP, ASP.NET, JavaScript or Ruby on Rails
- A solid understanding of how web applications work including security, session management, and best development practices
- Adequate knowledge of relational database systems, Object Oriented Programming and web application development
- Hands-on experience with network diagnostics, network analytics tools
- Basic knowledge of Search Engine Optimization process
- Aggressive problem diagnosis and creative problem-solving skills
- Strong organizational skills to juggle multiple tasks within the constraints of timelines and budgets with business acumen
- Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web technologies and techniques.

Core Competencies:

- **Professionalism** - Strong knowledge of the field of expertise with good analytical skills, ability to understand complex problems and to deliver appropriate solutions.
- **Communication** – Good spoken and written communication skills, including the ability to liaise with technical staff and present information in a clear and concise style.
- **Teamwork** – Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Planning and Organizing** – Ability to plan projects and activities, work to tight deadlines, and manage conflicting priorities.



- **User Orientation** – Ability to understand users' needs and to customize services and products accordingly, in order to provide user-friendly and ergonomic solutions that meet user requirements.
- **Technological Awareness** – Expert knowledge in the field of web development and user experience.
- **Commitment to Continuous Learning** – Willingness to keep abreast of new developments in the field of expertise.

Languages:

Fluency in English and Tamil is essential.

Age:

He/she should not be more than 35 years of age on the date of issue of the recruitment notice.

Application process:

- The aspiring candidates may apply along with Resume through email (Email ID: ddc2@mepz.gov.in).
- The subject of email shall be “Application for -----Name of the Post-----/ -----Name of the Candidate.”
- There is no registration / application fee.
- The last date for receiving application is 25.06.2023.

Selection Process:

- Out of the total applications, suitable candidates will be shortlisted for personal interview.
- Candidate will be selected based on personal interview by Selection Committee.