



OFFICE OF INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI – 600 036

Advertisement No.: ICSR/PR/Advt.83/2026 Dated: 29/04/2026

Applications are invited for the temporary post of **Manager- Facility, School of Innovation & Entrepreneurship, IIT Madras.**

Co-ordinator: Prof. Satyanarayanan Seshadri, Department of Applied Mechanics (Head - School of Innovation & Entrepreneurship, IIT Madras)

Duration: Initially for six months, later extendable based on the performance.

Number of Vacancies: 01

S. No	Post	Qualification and Experience	Pay
1	Manager -Facility	Any UG Degree with 10+ years of experience. Preferred: Ex-Serviceman / Retired Army Officer	Rs. 30,000/- to Rs. 50,000/- per month (commensurate with qualifications and experience)

Job Description:

We are looking for a dedicated and disciplined **Facility Manager** to oversee the complete operations and maintenance of the Sudha & Shankar Innovation Hub, IIT Madras. The ideal candidate is a **retired Army Officer or Ex-Serviceman** who brings strong leadership, a keen eye for detail, and a commitment to maintaining the highest standards of safety, cleanliness, and operational readiness across the entire campus infrastructure.

Key Responsibilities:

1. Building & Infrastructure Maintenance

Maintain whole building, labs, offices, restrooms, and common areas in clean and safe condition. Oversee electrical, plumbing, HVAC, carpentry, and civil works. Conduct daily rounds across all floors including AHU rooms, electrical rooms, and outdoor balconies. Secure all land-locks and access points before leaving premises every evening.

2. Preventive Maintenance

Plan and execute monthly/annual Preventive Maintenance Plans (PMP) for all MEP assets — HVAC, DG sets, lifts, pumps, fire panels, and electrical panels. Maintain service logs, registers, and track renewal dates to ensure zero lapse.

3. Breakdown Response & Complaint Management

Respond immediately to breakdowns and mobilise the appropriate team. Log all complaints with reference numbers and route to Electrical / A/C / Civil teams via email. Follow up daily on pending complaints and ensure closure within agreed turnaround time. Maintain zero-backlog approach.

4. Vendor & Contract Management

Manage contracts with security, housekeeping, maintenance, and AMC vendors. Review SLAs, monitor daily performance, negotiate renewal rates, and initiate corrective action for non-performance. Maintain vendor files with contracts, insurance, and compliance documents.

5. Safety, Compliance & Audits

Implement fire safety, electrical safety, and evacuation protocols. Display updated evacuation plans at all floors. Conduct minimum two fire drills per semester. Carry out monthly safety audits of fire extinguishers, emergency lights, and electrical panels. Submit audit reports with corrective action timelines.

6. Parking Area Management

Supervise parking area — lane markings, signage, barriers, lighting, and CCTV. Coordinate parking allocation for staff, students, visitors, and official vehicles. Inspect parking area during morning rounds and after office hours.

7. Support to CFI & Nirmaan Students

Provide facility support for CFI and Nirmaan student activities — workshop spaces, maker lab utilities, power connections, furniture, AC, and event setups. Act as facility point of contact for student coordinators and resolve requests promptly.

8. Visitor Management & Campus Guidance

Welcome and guide visitors, dignitaries, and delegations professionally. Coordinate with security for passes and vehicle entry. Maintain visitor logbook with name, organisation, purpose, and entry/exit time.

9. Official Vehicle Oversight

Conduct daily checks on official vehicles — fuel, tyre, battery, and engine condition. Ensure EVs are fully charged daily. Maintain vehicle logbook and coordinate servicing, insurance, PUC, and fitness certificate renewals on time.

10. Reporting & Documentation

Submit daily facility status report covering complaints, vendor deployment, and pending issues. Maintain organised records of contracts, AMC, audit reports, and maintenance logs. Prepare monthly reports.

The last date for submission of online application is 13.05.2026.

General Instructions to the candidates

- 1) All the positions are on purely contract basis.
- 2) The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.
- 3) Candidates should apply online only in the website https://icsrstaff.iitm.ac.in/careers/current_openings.php - **(Please check the advertisement number Advt.83/2026 displayed and submit the application for the relevant position).**
- 4) Separate application has to be filled for each post.

- 5) The system will accept single application only with the registered login ID (email) for an advertisement, hence the candidate is requested to select the multiple positions (In case, the candidate wishes to apply for more than one position) before the submission of application.
- 6) The application cannot be edited, reverted once it is submitted.
- 7) Candidates should not attempt to apply twice for the same post. If multiple applications are received from a candidate for the same post, the candidature will liable to be rejected.
- 8) Candidates should follow the prescribed procedure for submission of online application.
- 9) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only.
- 10) The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that the candidature has been found eligible.
- 11) After successful online submission of application, a print out of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.
- 12) Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.
- 13) The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle them for being called for interview.
- 14) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
- 15) The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
- 16) The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
- 17) Calling a candidate for test/interview merely indicates that it is felt that the candidate with others may be suitable for the post and conveys no assurance whatsoever that they will be recommended or selected or their conditions specified in the application will be accepted.

- 18) Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
- 19) The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be liable to be terminated.
- 20) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- 21) Applicants who are working in **any one of the Project at IIT Madras**, must apply through proper channel otherwise they will be required to produce No-Objection Certificate at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.
- 22) Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, the candidate should submit testimonials from the most recent employer or immediate superior as a referee.
- 23) The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
- 24) The Institute solely reserves the right not to fill any advertised position without assigning any reason
- 25) Only shortlisted applicants will be contacted.
- 26) No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
- 27) The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.
- 28) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 29) Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.
- 30) If there is any issue to submit the application please send E-mail to : icsrrecruitment6@icsrpis.iitm.ac.in / icsrrecruitment@icsrpis.iitm.ac.in **Contact: 044- 2257 8843** on all working days from **9.00 AM to 05.30 PM (Monday to Friday – except National Holidays)**. (Please note, only technical issues will be accepted – No interim correspondence with reference to the selection process will be considered).
- 31) **Instructions to apply online:-**Eligible applicants would require to register and apply online through https://icsrstaff.iitm.ac.in/careers/current_openings.php and submit the application.

Sd/-

Head –HR
Office of IC&SR
IIT Madras