



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

Advertisement No.: ICSR/PR/Advt.171/2026 Dated: 03/09/2026

Applications are invited for the temporary post of **Assistant Manager – Facilities**, Office of IC&SR, IIT Madras.

Co-ordinator: Dean – IC&SR, IIT Madras.

Duration: Initially for one year, later extendable based on the performance.

Number of Vacancies: 01

S. No	Post	Qualification and Experience	Pay
01	Assistant Manager – Facilities	Bachelor's degree in Facilities Management, Administration, Engineering, Hospitality, Operations or a related field, with 5–8 years of relevant experience in facilities/workplace operations, preferably in an institutional, academic, research or corporate environment.	Minimum Rs. 27,500/- per month, up to a maximum amount based on experience and performance

Job Description:

We are looking for a dedicated and experienced **Assistant Manager – Facilities** to oversee the maintenance, management, and operational readiness of IC&SR, IIT Madras premises, including office spaces, meeting halls, and event areas. The role will ensure timely service delivery and the smooth functioning of facility-related processes by coordinating with internal teams, faculty, students, vendors, service providers, and external agencies.

Key Responsibilities

- Plan complex AV layouts, video conferencing systems, and control setups for boardrooms, auditoriums, or museums
- Lead and supervise the facilities team, ensuring effective allocation of work, service quality and timely completion.
- Ensure professional email communication, stakeholder coordination and a pleasant, well-maintained workplace experience, while proactively identifying and resolving operational issues.
- Manage day-to-day facility operations, repair, upkeep and preventive maintenance of office premises,

event halls, meeting rooms and other properties.

- Manage facility/room booking portals, billing applications and MIS, with strong proficiency in MS Excel and reporting.
- Act as the key point of contact for Professors, employees and visitors, responding promptly to queries, troubleshooting issues and ensuring timely resolution.
- Plan and coordinate facilities and logistics for meetings, conferences, international events and other institutional programmes.
- Coordinate vendors, maintenance agencies and service providers, including quotations, billing, service quality and follow-ups.

Key Skills & Experience

- Pleasant, presentable, approachable and service-oriented personality
- Excellent communication skills and strong professional email drafting and strong MS Excel proficiency
- Strong vendor management and negotiation skills
- Experience in facility maintenance and international event management
- Team handling and coordination capabilities
- Quick to learn and adapt to new tasks with strong problem-solving and troubleshooting skills
- Proficient in handling booking portals and billing applications will be an added advantage

The last date for submission of online application is 17.09.2026.

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://icandsr.iitm.ac.in/careers/current_openings.php - **(Please check the advertisement number Advt.171/2026 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 be 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 printout 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://icandsr.iitm.ac.in/careers/current_openings.php and submit the application.

Sd/-

CM –HR
Office of IC&SR
IIT Madras