



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHICODE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570
Tel: 0495 2809160/ 366

RECRUITMENT OF FACILITY MANAGER ON CONTRACT
Notification No. C-73/2025-IIMK.HR

Indian Institute of Management, Kozhikode invites online applications from eligible candidates for one position of Facility Manager on contract at IIMK-Kochi Campus, presently housed at Athulya Building, Infopark, Kakkanad, Ernakulam.

Position	FACILITY MANAGER
No. of Vacancy	01 (One)
Maximum Age Limit	55 years (As on the date of notification.)
Consolidated Monthly Remuneration	Rs. 37,500/- (including Rs.2000 as financial support for accommodation & Rs. 500/- as Telephone Allowance)
Qualification & Experience	Graduation in any discipline (For Ex-servicemen: SSLC with at least 15 years of service in the Armed forces will be equivalent to Graduation) AND At least five years of experience in the Management of facilities, i.e. Estate, Housekeeping, Transport, Fire Safety, Security, Guest House Management etc.
Job Profile	The Facility Manager is broadly responsible for managing resources optimally to ensure efficient and effective logistics and the operations of all the in-campus facilities and infrastructure. As part of carrying out this responsibilities, the Facility Manager role requires the following (but not limited to): 1. Liaise with the institution's approved transport agency for arrangement of vehicles for faculty, staff and official guest, and other constituents as per requirement 2. Manage and monitor to ensure smooth, timely and efficient logistic arrangements 3. Estate and Infrastructure management including maintenance and upkeep of classrooms and other utilities 4. Manage and supervise despatch and receipt of posts, packages, courier etc. 5. Supervise housekeeping teams to ensure cleanliness and hygiene across the Campus. 6. Supervise the security team to ensure necessary security and safety of the Campus. 7. Oversee the operations of guest houses, including room allocation, cleanliness and hospitality. 8. Ensure that service contracts are renewed in time.



	9. Purchase of consumables and other requirements for the Campus 10. Communicate courteously and effectively with all stakeholders - faculty, staff, students, and guests
Date & Time of Interview	To be announced
Job Location	Kochi

General Information and Conditions:

1. Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/> latest by **5:00 p.m of 20.11.2025**.
2. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the notification. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled.
3. Candidates are requested to upload their photograph, final mark lists/certificates (SSLC onwards), experience certificate, CV and signature as per the format prescribed on the online portal.
4. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
5. Relaxation in age limit for SC/ST/OBC (Non-Creamy layer)/Ex-Servicemen candidates will be as per Govt. of India Rules.
6. Canvassing in any form will be a disqualification.
7. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding interview schedule/ change of dates, if any.
8. The engagement to the above position will purely be on contract basis for a period of six months. Extension, if any will be subject to job requirements and performance.
9. Applications will be screened and shortlisted candidates alone will be interviewed.
10. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
11. Institute reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal in this regard shall be entertained.
12. Decision of the Director, IIMK regarding the selection will be final.

Last date for online application is 5:00 p.m. of 20.11.2025

Dated: 07.11.2025



[Handwritten Signature]
07/11/2025
AO (HR-Staff Matters)