

International Indian School, Riyadh / Buraidah/ International Indian Public School, Riyadh

Affiliated to CBSE, Delhi India & under the patronage of Embassy of India to Saudi Arabia

Member Council of CBSE Schools in the Gulf

Licensed by Ministry of Education, KSA

General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the school from time to time for the respective post. The advertised post carries admissible pay scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.
2. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.
3. Applications with incomplete information shall be rejected.
4. "Regular service" means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
5. Consequent upon adoption of self-certification provisions as required by the Govt. of India/appropriate Government, the school shall process the applications entirely on the basis of information/documents attached with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
6. The Shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID. A set of photocopy of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of interview.
7. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit their applications through proper channel. The candidates may however submit their applications as advance copy and may submit 'No Objection Certificate' at the time of interview subject to fulfilling the eligibility conditions. Further, these applicants will have to get their APAR's for the immediate preceding year forwarded at the following email address:
EDU.RIYADH@MEA.GOV.IN
8. All correspondence from the school including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
9. Canvassing in any form will be treated as a disqualification.
10. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.

11. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
12. The number/recruitment mode of posts advertised may increase/decrease/change, and the school authority reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
13. The candidates are required to provide the names and contact details of two persons who are familiar with their work performance and can provide references relating to their suitability of post. One of the referees must be their current/most recent employer. References from friends or relatives will not be accepted. A mail would be sent inviting their report.
14. The school management reserves the right to offer the post at any of the schools other than that opted by candidate depending upon the qualifications, experience and performance of the candidate, wherever applicable.
15. The school shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.
16. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the school management reserves the right to modify/withdraw/cancel any communication made to the applicant
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the management shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
18. No TA/DA shall be paid to candidates for attending interview.
19. Last date for submission of application is as indicated in the present advertisement uploaded on the school website and published in newspaper.

Job Description / Duties & Responsibilities of Principal

- a. The Principal will be the Chief Executive, Academic and Administrative, Head of the School. He/she is expected to provide academic and administrative leadership of the highest order and always keep in view that the reputation of the school depends on his/her actions, which should be inspiring to the school employees, students and parents. He/she shall have the authority and responsibility for all matters connected with teaching and management of the School. He/she will handle official correspondence relating to the school and submit within the specific dates, the information required by the local government, CBSE and the governing bodies. He/she will keep the Chairperson informed on all important matters who in turn will inform the MC. He/she will be the Member Secretary of the MC.

b. Academic

- i. The Principal will function as the head of the School and carry out all responsibilities as required.
- ii. Supervise, guide and control the teaching and non-teaching staff of the school for whom he will also be the disciplinary authority.
- iii. Plan the year's academic work in advance in consultation with Principal, Vice Principals, COE, HOD/ HoS/ Supervisors and other concerned. Review the timetable prepared by the respective Section Heads, ensuring that responsibilities are judiciously distributed.
- iv. Supervise classroom teaching and also ensure regular supervision through Principal, VP, COE and HoD/ HoS/ Supervisors (written work, home assignment etc. and ensure that the assessment and corrections are carried out timely and effectively).
- v. Arrange for remedial coaching classes for weak students and enrichment programmes for bright students.
- vi. Develop and organize the library resources and reading facilities in the School and ensure that the staff and students have access to books and journals of established value and usefulness.
- vii. Develop and organize proper teaching aids, Audio Visual aids, Computer networks, Computer literacy etc.
- viii. Arrange to meet parents at regular intervals particularly those parents whose children need special attention.
- ix. Parent - Principal interactions shall be with prior appointment only. No parent including members of the Managing Committee will be allowed visits to the School during working hours which are specified as from the arrival of the first student to the departure of the last student unless in cases of grave emergency which too will be necessitated by an approval of the Principal. The parent will not be allowed to directly meet any teaching or non-teaching staff under any circumstances except during the PTMs.

- x. Engage eight teaching periods a week to keep him/her in touch with the students and curriculum.
- xi. Be in charge of admission in the school in accordance with the CBSE guidelines/ Higher Board rules, guidelines and recommendations.
- xii. Supervise and coordinate various co-curricular activities through the house system or in such other effective ways as he deems fit.
- xiii. Ensure effective implementation of all CBSE policies.
- xiv. Arrange and conduct workshops, in service training/ teacher training programmes for the development of the teaching faculty.

c. Administrative

- i. Ensure all teaching and non-teaching appointments are made following due process purely on merit keeping in view the larger interests of the institution and in accordance with CBSE rules and the provisions of USR.
- ii. Work as spokesperson for the cause of the staff and their welfare in the Managing Committee meetings, send regular progress reports of the students to their parents or guardians, promote the initiative of the teachers for self-improvement and to improve the academic standard and value education to the students through them, guide the teachers to promote their professional growth and actively encourage their participation in course design and for in-service education and ensure co-ordination amongst teachers of the same subject as well as inter subject coordination.
- iii. Keep the Chairperson of the Managing Committee and Patron (through the Observer), informed of major events including cases of indiscipline, theft, loss of school property, mishap of any kind.
- iv. Ensure timely purchases of stores and other materials required for the school in accordance with the rules governing such purchases and make sure that all such purchases and consumptions are controlled through stock register. He/she shall ensure with the help of competent authority the scrutiny of all bills before payment.
- v. Constitute Committees for conduct of physical verification of school property and stocks at least once a year and ensure the maintenance of stock registers accurately. Initiate actions on discrepancy if any, in time of verification.
- vi. He/ she should be responsible for allocation of duties and uniform teaching load; provide necessary facilities to the teachers in discharge of their duties. Ensure that staff are properly guided in the use of latest techniques and are provided in-service training and other guidance for their professional growth. Be responsible for conduct of all examinations, internal and external in accordance with the rules laid down by CBSE.
- vii. Ensure the upkeep and maintenance of buildings, equipment, smooth transport operations etc.
- viii. Maintain the service book and Annual Performance Assessment Report of teaching/ non-teaching staff.

- ix. Approve leave of all staff as per rules, initiate disciplinary action against erring employees, sanction TA/DA claims of all the school staff placed under him/her.
- x. The Principal shall ensure that all Staff (Teaching and Non-Teaching) are fully utilised. Appropriate rationalisation measures will be presented to the respective Managing Committees for consideration and implementation within 30 days of any changes in students' numbers or recategorization that results in underutilisation of certain staff.
- xi. He/ she shall be the primary point of contact with all matters that relate to land owners, wherein, he shall keep them informed of the stipulated information on the School and seek their timely intervention in building and resource requirements, as and when necessary, based on terms of contract.
- xii. Initiate Annual Performance Appraisal reports of Vice Principals, Controller of Examinations, Administrative Officer, AO, FO, HoD/HoS/ Supervisors and review the APRs of the other staff.
- xiii. Review the students' evaluation reports of Classes IX onwards about teachers, and take necessary steps. The following will report to the Principal: -
 - A. Vice Principals.
 - B. Account/ Finance Officer.
 - C. Controller of Examinations.
 - D. HoD/HoS/ Supervisors.
- xiv. It shall be the responsibility of the Principal, as Member- Secretary of the Managing Committee (MC), to ensure that the MC Meeting is held sufficiently ahead of the Higher Board Meeting and all issues required to be raised to the Higher Board are discussed and decisions are taken with majority approval as specified in the Charter.
- xv. It shall be the responsibility of the Principal as Member- Secretary to notify the MC Meetings, the agenda items and ensure the agenda is circulated at least one week in advance to the President Higher Board, with a copy to the School Observers; and the Department of Foreign Education under whose jurisdiction the school is located.
- xvi. Likewise, minutes of each MC meeting shall be sent to all concerned within one week of the meeting. If any agenda on which there is a difference of opinion and undecided in the MC, as the Member Secretary the Principal can bring this to the notice of the Higher Board for its final decision.
- xvii. The Principal shall also ensure that no official documents of the School functioning i.e. reports relating to financial, human resource performances, contracts, processes, procedures etc. are shared with anyone on social media platforms/ personal emails of members of the Managing Committee. Any such document, if required for perusal of the managing Committee shall be tabled during the meetings only. No additional copies of decisions, deliberations shall be made.
- xviii. Principal shall also ensure and provide prior information such as credentials of the guest speaker, script (if available), synopsis of the talk, subject being covered, participation levels, administrative costs etc. to Higher Board and School Observer on any guest lectures that are being conducted minimum two weeks before their conduct as a general rule. It shall be ensured without exception that speakers from other than Indian nationalities shall be invited after due approvals from the Embassy of India.

d. Financial

- i. Monitor the proper maintenance of School accounts and a financial data prepared by the AO/FO. It shall be the responsibility of the Principal to ensure that all provisions relating to bank signatories as mentioned in the Charter are meticulously adhered to and followed.
- ii. Ensure timely payment by the concerned authority/ the Finance Sub-Committee Convener of the Managing Committee, including payment of all bulk purchases (strictly made in accordance with the laid down purchase procedures), disbursement of salaries and allowances of teachers and other non-teaching staff in time and in accordance with the provisions governing such payments.
- iii. Ensure timely collection of tuition fee, transport fee and other charges that are levied and ensure that all funds are appropriately accounted for. Maintain effective financial control and sanction all expenditures in accordance with the rules and budgetary allocations made by the Managing Committee.
- iv. Carry out random check of the following as and when required:
 - A. Cash held against the cash balances shown in the cash books maintained in respect of different accounts.
 - B. Safe custody of cash, draft, cheques etc.
 - C. Progress of action taken on observations made by stock taking committees and the audit authorities.
 - D. He/ she shall account for the entire petty cash held/ drawn, if any.
- v. Get the School accounts audited annually by reputed auditors by June 30, every year and maintain the audit reports.
- vi. Ensure that the budget for financial year April to March is prepared and approved by the MC by February 28, i.e a month prior to commencement of the financial year.
- vii. Being signatory to all financial transactions, he shall notify the Higher Board of all financial transactions above SAR 20,000 made by the School. The report shall be submitted to the Higher Board at the end of every month with a copy to School Observer.
- viii. He/ she shall also ensure that all deposits in the Schools, except for running expenditures that are defined and budgeted shall be kept in respective bank accounts in Fixed Deposits on interests. These are intended to generate revenue for the School. Any such deposit created by respective Schools shall be operated under the signatures of the assigned signatories and in addition, a member of the Higher Board and School Observer to ensure their security.
- ix. The Principal shall be solely responsible for timely and complete collection of School fee. It is reiterated and has been clarified from the Ministry of Education, KSA, that failure of a parent to pay school fee for their child/ ward, allows schools in the Kingdom to deny school facilities to the child. Measures such as cautioning/ warning, not allowing a child to attend school, with holding results, and, issue TC in case of cases which are six months old may be resorted towards recovery of dues.