

Date: **03 September 2025**

RECRUITMENT NOTIFICATION FOR THE POST OF PRINCIPAL
Number of Vacancies (03)

International Indian School Buraidah, Riyadh and IIPSR are CBSE-affiliated Senior Secondary School under the patronage of the Embassy of India to Saudi Arabia, that imparts education to the Children of Indian Nationals from Nursery to Senior Secondary level through English medium.

The schools invite applications from Indian citizens (both male & female) for the position of Principal.

Candidates holding valid Indian passports are required to apply by sending their CVs to

edu.riyadh@mea.gov.in and higherboardoffice@gmail.com

No other means/modes of submission of application will be accepted.

The last date for submission of CVs is **20 September 2025**.

Pay & perks are applicable as per Unified Service Rules of International Indian Schools in the Kingdom and as per approval of the competent authority.

The details regarding essential and desirable qualifications and other related details are given below:

Sl. No.	Name of the Post	No. of Posts	Essential Qualifications & Experience
1	Principal	03	<p>Educational Qualification:</p> <p>A. Academic:</p> <ol style="list-style-type: none">Master Degree from a recognized university with at least 45% marks in aggregate.B. Ed. or equivalent teaching degree. <p>B. Experience:</p> <ol style="list-style-type: none">Persons holding analogous posts or posts of Principals in Central/State Govt. /Autonomous Organizations of Central/State Govt./CBSE-affiliated Public School System in the Pay Band/Pay Level prescribed by Central/State Govt. as per CBSE affiliation by-laws. <p style="text-align: center;">Or</p> <ol style="list-style-type: none">Vice Principal/Asst. Education Officers in Central/State Govt./Autonomous Organizations of Central/State Govt./Public School System in the Pay Band/Pay Level prescribed by Central/State Govt. as per CBSE affiliation bye-laws with combined services of 05 years as PGT and 02 years as Vice Principal. <p style="text-align: center;">Or</p> <ol style="list-style-type: none">Persons holding posts of PGTs or Lecturer in Central/State Govt. /Autonomous organizations of Central/State Govt./Public School System with at least 8 years of regular service in the Pay Band/Pay Level prescribed by Central/State Govt. as per CBSE affiliation by-laws. <p style="text-align: center;">Or</p> <ol style="list-style-type: none">15 years combined regular services as TGT out of which 03 years as PGT in any CBSE-affiliated school. <p><u>Age Limit</u> The candidate's maximum age limit is fifty years, with the possibility of an additional five-year relaxation if the candidate possesses special qualifications. Relaxation in age will be considered only on the recommendations of the Scrutiny-cum-Selection committee.</p> <p>Desirable – Knowledge of Computer Applications / MS Office and other teaching and Communication Software.</p>

NB: Candidates are also required to make a cover letter and send their complete CV together with the following documents in one PDF file to edu.riyadh@mea.gov.in and higherboardoffice@gmail.com

1. +2 Certificate.
2. Graduation Certificate and marks Statements (all parts).
3. Certificate of Marks Statement (all parts) of M.A., M.Sc., etc.
4. Copy of B.Ed./Teacher's Training.
5. Copy of Valid Passport.
6. Copy of Experience Certificates issued by different schools.

For any technical issue or clarification, please write to us at: recruitment.ksaschools@gmail.com

Candidates may send their preferences with school names.