



SRI DASMESH ACADEMY

Sri Anandpur Sahib, Distt. Ropar (Punjab)

Tele: 01887-232002, 232005

RECRUITMENT OF PRINCIPAL

Detailed Eligibility Criteria, Terms & Conditions and Application Guidelines

Sri Dasmesh Academy Trust, Sri Anandpur Sahib, invites applications from highly qualified, experienced, dynamic and visionary educational professionals for the position of Principal.

The Academy seeks an accomplished educational leader with a strong commitment to academic excellence, institutional discipline, character building, innovative teaching practices and the holistic development of students.

**SRI DASMESH ACADEMY
SRI ANANDPUR SAHIB**

— PRINCIPAL REQUIRED —

Applications are invited from dynamic, experienced and result-oriented educational professionals for the post of **Principal**.

Eligibility: As per CBSE norms, with proven academic and administrative leadership experience in a reputed school.

How to Apply: Submit application with updated CV and latest photograph in PDF format within **15 days** through the email below.

 **Email: sdarecruitment1978@gmail.com**

For details, visit:
 **www.sridasmeshacademy.in**

Only shortlisted candidates will be called for an interview.

Member Secretary
SRI DASMESH ACADEMY TRUST
Sri Anandpur Sahib

1. Educational Qualifications

1. The candidate must possess the educational and professional qualifications prescribed for the post of Principal under the applicable CBSE Affiliation Bye-Laws, NCTE regulations and relevant government recruitment rules.
2. A postgraduate degree from a recognized university and B.Ed. or an equivalent recognized professional qualification, wherever required under applicable rules, are essential.
3. Additional qualifications such as M.Ed., M.Phil., Ph.D., or recognized certifications in educational leadership and school administration will be considered desirable.
4. All qualifications must have been obtained from duly recognized institutions.

2. Professional Experience

1. Candidates must possess the teaching and administrative experience required under applicable CBSE and government norms.
2. Preference will be given to candidates having substantial experience as Principal, Vice-Principal or Head of School in a reputed CBSE-affiliated institution.
3. Experience in managing a senior secondary school, particularly a residential or boarding institution, will be an added advantage.

4. Candidates should demonstrate measurable achievements in academic performance, institutional development, student discipline, staff management and administrative efficiency.
5. Familiarity with CBSE regulations, school inspections, academic planning and statutory compliance is essential.

3. Essential Leadership Competencies

Candidates are expected to demonstrate:

1. Academic Leadership: Ability to strengthen teaching-learning standards, board examination results, teacher performance and academic planning.
2. Administrative Excellence: Proven expertise in institutional administration, documentation, staff supervision, resource management and efficient decision-making.
3. Discipline and Student Welfare: Ability to maintain a disciplined, safe, inclusive and student-friendly educational environment.
4. Institutional Development: Capacity to introduce meaningful improvements in infrastructure, academic facilities, student services and overall institutional performance.
5. Digital Competence: Proficiency in educational technology, digital administration, school management systems and innovative pedagogical practices.
6. Communication and Public Relations: Excellent command of English, effective communication skills and the ability to maintain constructive relations with parents, staff, students and other stakeholders.
7. Integrity and Accountability: High ethical standards, financial prudence, transparency, professional conduct and respect for institutional governance.
8. Strategic Vision: Ability to prepare and implement short-term and long-term institutional development plans.

4. Responsibilities of the Principal

The selected candidate will be responsible for:

1. Providing effective academic, administrative and institutional leadership.
2. Ensuring compliance with all applicable CBSE regulations, government directions and approved institutional policies.
3. Improving academic results, enrolment, student retention and the overall reputation of the Academy.
4. Monitoring teaching standards, classroom performance, examinations and academic outcomes.
5. Ensuring strict discipline, student safety, child protection and a healthy learning environment.
6. Supervising teaching, non-teaching, administrative and, where applicable, residential staff.
7. Strengthening co-curricular activities, sports, personality development and value-based education.
8. Preparing annual academic and institutional development plans with measurable targets.
9. Ensuring efficient utilization of resources, proper record-keeping and financial discipline within delegated authority.
10. Reporting regularly to the Director and the competent authorities of Sri Dasmesh Academy Trust.
11. Performing other duties assigned by the competent authority in accordance with applicable rules.

5. Age Criteria

The candidate should satisfy the age requirements prescribed under applicable rules and the recruitment policy approved by the competent authority.

Age relaxation, wherever permissible, may be considered for exceptionally qualified and experienced candidates.

6. Salary and Benefits

1. Salary and other benefits will be determined according to qualifications, experience, professional achievements and the applicable policies of Sri Dasmesh Academy Trust.
2. Suitable remuneration may be offered to an exceptionally deserving candidate, subject to approval by the competent authority.
3. Residential accommodation, if applicable, will be governed by the Academy's approved rules.

7. Documents Required

Candidates must submit the following:

1. A formal application for the post of Principal.
2. Updated and detailed Curriculum Vitae (CV).
3. Recent passport-size photograph.
4. Educational and professional qualification details.
5. Complete record of teaching and administrative experience.
6. Details of institutions previously served, designations held and duration of service.
7. Details of significant academic, administrative and institutional achievements.
8. Present designation, institution, salary and expected remuneration.
9. Contact details, including mobile number and email address.
10. Names and contact details of two professional references, who may be contacted during the selection process.

Supporting certificates and original documents will be required for verification at the appropriate stage.

8. Application Procedure

1. Eligible candidates must submit their application along with an updated CV and latest photograph in PDF format through the designated email address only.
2. The email subject should clearly mention "Application for the Post of Principal – Sri Dasmesh Academy."
3. Applications must reach the Academy within 15 days from the date of publication of the recruitment advertisement.
4. Applications received after the prescribed deadline may not be considered.
5. Applications containing incomplete, misleading or incorrect information are liable to be rejected.

Email for Applications:
sdarecruitment1978@gmail.com

Official Website:
www.sridasmeshacademy.in

9. Selection Procedure

1. Applications will be scrutinized on the basis of qualifications, relevant experience, professional achievements and suitability for the position.
2. Only shortlisted candidates will be invited to participate in the selection process.

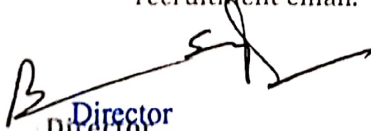
3. Shortlisted candidates may be required to make a brief presentation outlining their vision and development plan for Sri Dasmesh Academy.
4. Selection may include a personal interview, assessment of leadership competencies and verification of professional credentials.
5. The selection process will be conducted by a duly constituted Selection Committee.
6. Mere possession of the prescribed qualifications and experience does not confer any right to be shortlisted or appointed.
7. The final selection will be subject to approval by the competent authority of Sri Dasmesh Academy Trust.

10. General Terms & Conditions

1. The appointment shall be governed by the terms of the appointment letter, approved service rules and applicable statutory requirements.
2. The selected candidate must maintain the highest standards of professional integrity, confidentiality, discipline and ethical conduct.
3. The selected candidate shall work in accordance with the policies and directions of the competent authorities of the Academy.
4. The appointment shall be subject to satisfactory verification of educational qualifications, experience, antecedents and other relevant credentials.
5. Submission of false information or forged documents may lead to cancellation of candidature or termination of appointment, subject to applicable law.
6. Candidates serving in other institutions must comply with the applicable notice-period and relieving requirements of their present employer.
7. The Academy may verify the performance and credentials of shortlisted candidates through their previous employers or professional references.
8. The Trust reserves the right to cancel, postpone or modify the recruitment process, or not to fill the vacancy, for recorded administrative reasons and subject to applicable law.
9. Any relaxation in desirable criteria shall be considered only where permissible under applicable rules.
10. The decision of the competent authority regarding selection shall be final, subject to applicable statutory provisions.

11. Important Instructions

- Applications will be accepted through email only.
- The application, updated CV and latest photograph should be submitted in PDF format.
- Candidates should ensure that their email address and mobile number remain active throughout the recruitment process.
- No TA/DA will be paid for attending the interview, unless otherwise specifically approved.
- All correspondence concerning recruitment should be addressed to the designated recruitment email.


Director
Sri Dasmesh Academy,
Anandpur Sahib-140116