

# RAMANATH SECONDARY SCHOOL

(CBSE affiliation No.180020)

Run By NSTL Educational Society, Partially funded by DRDO/Under the aegis of DRDO  
NSTL Complex, Vishakhapatnam -530027

Phone No -0891-2559519, 2586155, Website: ramanathsecondaryschool.com

Ramanath Secondary School (English medium, CBSE affiliated), Naval Science and Technological Laboratory Complex, Visakhapatnam is a school created for the benefit of the educational needs of the children of DRDO employees. The school offers courses LKG & UKG in the Nursery section and from I standard to X standard in the secondary section.

**The school invites applications for the post of PRINCIPAL on Contract basis.**

1. **Age:** 35 to 52 years

## **Qualification**

2. **Academic:**

- i. Master's degree from recognized university with at least 50% marks in aggregate.
- ii. B. Ed. or equivalent teaching degree from a recognised university/Institute.

3. **Experience:**

- i. Persons holding analogous/Similar posts of Principal in a reputed and recognised secondary / higher secondary CBSE / STATE board school OR
- ii. As a Vice-Principal in a reputed and recognised secondary / Higher secondary CBSE / STATE board school with combined regular service of 05 years as a PGT and 2 years as Vice-Principal OR
- iii. PGT in a reputed and recognised CBSE / STATE board school with at least 8 years of regular service as a PGT.

4. **Desirable:**

- i. Demonstrable excellent leadership, organizational and interpersonal communication, decision making and problem solving skills to manage staff, students and parents effectively.
- ii. Ph. D/ M. Phil/ M. Ed/ MBA degree.
- iii. In depth knowledge and experience in handling CBSE Board procedures, rules and regulations and affiliation processes.
- iv. Familiarity with CBSE / State government education policies, rules and compliances requirements.
- v. Proven track record of academic and administrative responsibilities with strong understanding of curriculum planning assessment frame works and pedagogical innovations.
- vi. Proficiency in using technology for school administration and teaching.

**Note:** No objection certificate from the present employer, if employed is to be submitted at the time of interview.

5. **Pay and emoluments:** Consolidated monthly remuneration equal to minimum of Pay Level -12 (Rs. 78800-209200) i.e Rs.78,800/- plus DA as applicable will be fixed. The total emolument per month will be Rs 1,20,564/- approximately. No other allowances/ perks / benefits will be paid over and above the said remuneration.

6. **Tenure:** 11 months in one instance, which may be extended based on the performance appraisal.

## 7. Method of selection:

- i. Screening of applications: To check eligibility criteria and completeness of submitted applications.
- ii. Short listing of eligible candidates: Out of eligible candidates, short listing will be carried out to identify those who meet the highest standards of excellence and align closely with the specified job requirements.
- iii. Short listed candidates will only be called for interview and verification of original credentials (Academic & Professional experience) will be done.

## 8. How to apply:

- i. Download the application form available in the school website. Fill in the same and attach all the required certificates (Scanned) in one PDF file and mail it to [secretaryrss2025@gmail.com](mailto:secretaryrss2025@gmail.com).
- ii. It is mandatory to send hard copy of application along with the Xeroxed copies of certificates (self attested) via post or by hand to the given below address:

**THE SECRETARY,  
NSTL EDUCATIONAL SOCIETY,  
RAMANATH SECONDARY SCHOOL,  
NSTL COMPLEX, VIGYAN NAGAR,  
BUTCHIRAJUPALEM, VISAKHAPATNAM -530027 (A.P).  
PHONE 0891-2559519, 2586155**

## 9. Job description:

Your work and responsibilities encompass, but are not restricted to the following:

### **Formulating, Implementing and Monitoring Performance Matrices:-**

- Providing visionary leadership to uphold the highest standards of academic and co- curricular excellence.
- Implement and oversee systems to monitor and enhance performance.
- Analyze data to drive continuous improvement in academics.
- Collaborating with parents and community to enhance the overall educational experience.
- Overseeing day to day operations to ensure safe and conducive learning environment.

### **Lesson Planning:**

- Foster and culture of innovative teaching methods.
- Collaborate with educators to develop engaging and effective lesson plans.

### **Increasing Operational Efficiency:**

- Streamline operational processes to enhance overall efficiency.
- Implement best practices to optimize school administration.

### **Essential Qualities:**

- In depth understanding of CBSE curriculum and educational policies.
- Visionary leader with an open minded approach to school improvement and to strategize and execute plans for continuous improvement.
- Demonstrated leadership qualities and the ability to inspire and motivate.
- Exceptional communication and interpersonal skills to effectively engage with students, parents and staff.

- Demonstrated ability to drive academic excellence, co-curricular activities and over all school development.
- Excellent problem solving skills and the ability to handle day to day challenges effectively.

### **Exciting Opportunity**

- Inspire, lead and shape young minds.
- Required dynamic educational leader, experienced and visionary individual, with a proven track record of transforming schools into centres of excellence

### **Maintaining a Positive Work Environment**

- Leading and mentoring a dedicated team of educators and staff.
- Cultivate a positive and collaborative work place for the staff.
- Implement strategies for professional development and staff well being.

### **Holistic development of Students**

- Develop programs that focus on the holistic development of students.
- Create an inclusive and nurturing environment for diverse learning needs.

## **10. Terms and conditions of appointment:**

- i. The selected candidate shall abide by the Bye-Laws of NSTL Educational Society and other mandated policies of DRDO.
- ii. Engagement for the post is purely temporary and the same does not confer any right on the selected candidate to seek for permanent appointment or extension of the tenure.
- iii. NSTL Educational Society shall have the right to terminate the employment of the selected candidate with a prior notice of 30 days, upon violation of terms and conditions of engagement or in accordance with any mandate received from DRDO Headquarters in this regard.
- iv. Extension of tenure for a further period of 11 months if any shall be at the sole discretion and as per the procedure to be laid down by NSTL Educational Society. The same shall be with the mutual agreement between the candidate and NSTL Educational Society.
- v. The selected candidate shall receive consolidated emoluments of Rs. 1,20,564/- approximately.
- vi. Consolidated emoluments during the initial contract period of engagement of the incumbent is subject to enhancement during the subsequent year of extension if any, based on the performance evaluation criteria to be decided by NSTL Educational Society.
- vii. Any information furnished by the candidate if found false or wrong, he / she is liable for prosecution under the extent rules or laws.