INTERNATIONAL INDIAN SCHOOL - JEDDAH
UNDER THE PATRONAGE OF EMBASSY OF INDIA , RIYADH
AND AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI - INDIA
MEMBER, COUNCIL OF C.B.S.E. SCHOOL IN GULF
AFFILIATION NO. 5730001, SCHOOL CODE - 90072
MINISTRY OF EDUCATION - K.S.A - LICENCE NO. 045 / J, C.C.No. 136593
P.O. Box 14861 JEDDAH 21434, SAUDI ARABIA
Boys' Section - Tel. +966 12 6751536 / 6711934 / 6712097
Girls' Section - Tel. +966 12 6721607 / 6718345
Girls' Section I & II - Tel. +966 12 6737752, KG-SECTION - Tel. +966 12 6747737

المدرسة الهندية العالمية - جدة
تحت رعاية سفارة الهند ، الرياض
وتابعة للمجلس المركزي للتعليم الثانوي ، نيودلهي – الهند
عضو مجلس C.B.S.E. مدرسة في الخليج
الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة – ٩٠٠٧٢
وزارة التعليم - ترخيص رقم - ج/٠٤٥، المملكة العربية السعودية ، رقم العضوية: ١٣٦٥٩٣
ص.ب : ١٤٨٦١ جدة ٢١٤٣٤
ت : قسم البنين: ٦٧٥١٥٣٦ ١٢ ٩٦٦+ / ٦٧١١٩٣٤ / ٦٧١٢٠٩٧
ت : قسم البنات: ٦٧٢١٦٠٧ ١٢ ٩٦٦+ / ٦٧١٨٣٤٥
ت : قسم البنات للصف الأول والثاني: ٦٧٣٧٧٥٢ ١٢ ٩٦٦+ ، روضة وتمهيدي - ٦٧٤٧٧٣٧ ١٢ ٩٦٦+

REF: IISJ/ADM-03/2024-25/156   DATE: 14-11-2024

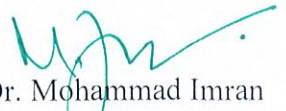## Local Advertisement for Non - Teaching Positions

International Indian School, Jeddah – requires the services of eligible candidates for Non-Teaching positions on an ad-hoc basis & as a stop-gap arrangement. Desirous eligible candidates (Indian Nationals only) are required to appear for the Interview.

S. No.	Name of Post	Eligibility Criteria
1	Clerk	**Essential:** 1. Graduate in any discipline with at least 02 years of working experience in the rank of Office Assistant in a Government / Private Organization. 2. Candidate should be proficient in English. 3. Candidate should have good communication skills (Written /Oral) 4. Must possess basic computer skill (MS Office etc.). 5. Must be willing to learn new technologies and be able to work in a fast-changing environment. 6. Arabic Knowledge is preferable.

Candidates holding Visit or Umrah Visa will not be entertained.

Candidates are required to submit a copy of Iqama ID, Passport; photocopy of bio data/CV, qualification certificates (including marks sheets of 10th, 12th & Graduation) & experience certificates along with the originals for verification in the Admin Section on or before 21.11.2024

Dr. Mohammad Imran
Principal

Copy to:
School Website & SMC for information