

INTERNATIONAL INDIAN SCHOOL - JEDDAH

(AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI-INDIA)

MEMBER, COUNCIL OF C.B.S.E. SCHOOL IN GULF

MINISTRY OF EDUCATION - K.S.A. - LICENCE NO. 045 / J

P.O. Box 14861 JEDDAH 21434, SAUDI ARABIA

Boys' Section Tel. 6751536 / 6711934 / 6712097 - Fax. 6751539

Girls' Section Tel. 6721607 / 6718345 - Fax. 6710487

Girls' Section I-II Tel. 6737752 - KG Tel. 6747737

المدرسة الهندية العالمية - جدة

المملكة العربية السعودية

وزارة التربية والتعليم - ترخيص رقم ج / ٤٥ / ٥٠

ص.ب: ١٤٨٦١ جدة ٢١٤٣٤

ت: قسم البنين ٦٧٥١٥٣٦ / ٦٧١١٩٢٤ / ٦٧١٢٠٩٧ - فاكس: ٦٧٥١٥٣٩

ت: قسم البنات ٦٧٢١٦٠٧ / ٦٧١٨٣٤٥ - فاكس: ٦١٧٠٤٨٧

ت: قسم البنات فصل ١ و ٢ - روضة وتمهيدي: ٦٧٢٧٧٥٢ - ٦٧٤٧٧٣٧



RECRUITMENT NOTIFICATION

30 June 2020

International Indian School-Jeddah – a CBSE affiliated Senior Secondary School under the patronage of the Embassy of India, invites online applications only from locally available Indian citizens in KSA, for filling up following vacancies. The candidates having transferable iqama will be preferred. Candidates are required to apply online through www.iisjed.org. No other means /mode of submission of application will be accepted. The recruitment test interview will be conducted through offline mode.

The scheduled of online submission of application is as follows:

Sl. No.	Name & Number of the Post	Essential Qualifications & Experience	Last Date of Submission of Application
01.	Dy Finance Officer	<ul style="list-style-type: none">i) B.Com with 50% marks in the aggregate and at least 4 years post qualification experience in the Audit and Accounts works. ORM.Com with 50% marks and at least 3 years post qualification experience in the Audit and Accounts works. ORCA(Inter) or ICWA (Inter) or MBA(Finance) or PGDM (Finance) (2 years full time or 3 years part time) with 2years post qualification experience in the Audit and Accounts works.ii) Knowledge of Computer applications.	15 July 2020
02.	Accountant	<ul style="list-style-type: none">Graduate in Commerce with specialization in Accountancy / Finance and at least three years' of working experience in the rank of Assistant Accountant / Junior Accountant in a Government / Private Organization.Preference will be given to those having working experience in given accounting package.Candidate should be proficient in English.Must Possess basic computer skill (MS Office etc)	
03.	Office Clerk	<ul style="list-style-type: none">Graduate in any subject from any recognized Indian university.Knowledge of Computer Applications.03 years' experience as LDC in a Govt/Private Organization	

Important

1. The qualifying degree should 3-tier attested, viz. by Ministry of Human Recourses Development (HRD), Ministry of External Affairs (MEA) and Royal Saudi Embassy
2. Candidates are required to upload the copy of qualifying degrees, achievement and experience while applying on lone along with copy of class X certificate as proof of date of birth
3. For any query please write to us recruitment@iisjed.org



Dr. Muzaffar Hassan
(Principal & HOI)