



26-11-2023

## Recruitment Notification

International Indian School Buraidah - a CBSE affiliated Senior Secondary School under the patronage of the Embassy of India - Riyadh, invites applications from suitable candidates currently based in the Kingdom of Saudi Arabia for the below mentioned vacancies. Candidates with transferable Iqama will be preferred. A detailed Resume may be submitted to school office or be sent to: [principal@iisburaidah.org](mailto:principal@iisburaidah.org) latest by 10<sup>th</sup> December 2023.

Details	Recruitment Rules
Name of Post	<b>1. Post Graduate Teacher - Accountancy</b> <b>2. Post Graduate Teacher - Economics</b> <b>3. Post Graduate Teacher - Business Studies</b>
Educational Qualifications & Experience	Post Graduate (M. Com) in Accountancy / Business Studies / Economics with Min. 45% from a recognized University and B.Ed. from a recognized Institution as per NCTE Regulation - 2007 Experience: Minimum 3 Years of Teaching Senior Secondary Classes (XI - XII) Proficiency in teaching in English Medium Desirable: <ul style="list-style-type: none"> <li>• Knowledge of Computer Applications</li> <li>• Transferable Iqama</li> </ul>
Details	Recruitment Rules
Name of Post	<b>4. Dy Finance Officer / Accounts Officer / Accountant</b>
Educational Qualifications & Experience	Post Graduate in Commerce with specialization in Accountancy / Finance with Min. 45% marks from a recognized University. Minimum 3 Years experiencing in accounting in the rank of accountant / asst. Accountant in a reputed institute or a company. Knowledge of ERP Or Graduate in Commerce with specialization in Accountancy / Finance with Min. 45% marks from a recognized University. Minimum 5 Years experiencing in accounting in the rank of accountant / asst. Accountant in a reputed institute or a company. Knowledge of ERP. Or CA (Inter) / ICWA (Inter) / MBA (Finance) / PGDM (Finance) with 2 years post qualification experience in Audit and Accounting. Desirable: Transferable Iqama



**INTERNATIONAL INDIAN SCHOOL BURAIDAH**

P. O. Box # 4260, Buraidah, Zip - 52394, Al Qassim, KSA.

Licensed by the Ministry of Education, KSA - License # 72J

Affiliated to CBSE New Delhi, Affiliation Code - 5730006, School Code - 90109

**المدرسة الهندية العالمية - بريدة**

ص.ب: ٤٢٦٠ - بريدة - الرمز البريدي: ٥٢٣٩٤ - القصيم - المملكة العربية السعودية

مرخص من وزارة التربية والتعليم بالمملكة العربية السعودية - ترخيص رقم ٧٢ ج

تابعة لـ CBSE نيودلهي - رمز الانتماء إلى ٥٧٣٠٠٠٦، رمز المدرسة - ٩٠١٠٩

Details	Recruitment Rules
Name of Post	<b>5. Admin Officer</b>
Educational Qualifications & Experience	A Post Graduate degree in Management (MBA) in HR / Admin / Operations from a recognized University - National / International. Proficiency in English is must. Ability to communicate in Arabic is preferred. Desirable: Knowledge of Computer Applications and Local Rules.
Details	Recruitment Rules
Name of Post	<b>6. Post Graduate Teacher - Physical Education</b>
Educational Qualifications & Experience	Post Graduate (M.P.Ed) in Physical Education or Master of Physical Education (MPE) with Min. 45% from a recognized University Or M.Sc in Health & Physical Education and degree in sports with 55% Marks as per NCTE recognition and procedure. Experience: 3 Years of experience in Athletics/ Games / Coaching. Desirable: <ul style="list-style-type: none"><li>• Proficiency in teaching in English Medium</li><li>• Knowledge of Computer Applications</li><li>• Transferable Iqama</li></ul>
Details	Recruitment Rules
Name of Post	<b>7. Nursery / KG Teacher</b> <b>8. Arabic Teacher</b>
Educational Qualifications & Experience	7. A Graduate in any discipline and Certificate / Diploma in Nursery Teacher Education Program of a duration of not less than two years, recognized by NCTE / State Govt. Or B. Ed (Nursery) from a recognized university. Proficiency in teaching in English Medium Desirable: Knowledge of Computer Applications 8. A graduate of Arabic Language from a Recognized University with 45% marks with B.Ed. Or A Native Arabic Speaker with graduation in any discipline, with the knowledge of English. Or A Graduate in any discipline with knowledge of Arabic. Desirable: Knowledge of Computer Applications and local rules.

