



INTERNATIONAL INDIAN SCHOOL - JEDDAH

المدرسة الهندية العالمية - جدة

REF: IISJ/ADM-03/2026-27/044

Date: April 25, 2026

Recruitment Notification

International Indian School Jeddah (IISJ) - a CBSE-affiliated Senior Secondary School functioning under the patronage of the Embassy of India, Riyadh - invites online applications only from locally available Indian citizens in the Kingdom of Saudi Arabia for filling up the post of **Controller of Examinations**.

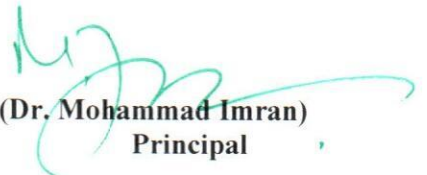
The details of online submission of application are as follows:

S.No	Name of the Post	Essential Qualifications & Experience	Selection Procedure
1.	Controller of Examinations	<p>Qualification:</p> <ul style="list-style-type: none">A Post Graduate Degree in a subject related to the school education from an Indian / Foreign university.A degree in teaching equivalent to B. Ed. awarded by any recognized Indian university. <p>Experience:</p> <ul style="list-style-type: none">Minimum 10 years of experience in teaching, out of which 3 years in academic administration like VP/ HM or in a similar capacity. <p>(It is to be noted that the candidate should have thorough knowledge of CBSE rules, affiliation by-laws, exam by-laws and all other CBSE manuals. Good knowledge on registration of students for Board Exams and conduct of the CBSE exams along with good computer skills).</p>	<ul style="list-style-type: none">Written ExaminationInterview (for candidates qualifying the Written Examination) <p>Final selection shall be based on combined performance in the written examination and interview.</p>

Important:

- Applications meeting the prescribed eligibility criteria, will be shortlisted for a Written Examination and candidates qualifying therein will be called for interview. Candidates possessing valid and transferable Iqama will be given preference.
- Applicants are required to submit their CV and supporting documents, via email at recruitment@iisjed.org. Applicants are required to attach a copy of the recent passport size photo, copy of Apostille - attested qualifying degrees, achievement and experience, passport and Iqama while applying online along with updated CV in a single PDF. Incomplete applications will be summarily rejected.
- Applications received through any other mode shall not be entertained. Last date of submission of online applications is **9th May, 2026**.




(Dr. Mohammad Imran)
Principal

UNDER THE PATRONAGE OF EMBASSY OF INDIA, RIYADH
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تحت رعاية سفارة الهند ، الرياض
تابعة للمجلس المركزي للتعليم الثانوي ، نيودلهي - الهند
الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة - ٩٠٠٧٢
وزارة التعليم - ترخيص رقم، ج/٠٤٥ رقم العضوية في الغرفة التجارية، ١٣٦٥٩٣
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