



# INTERNATIONAL INDIAN SCHOOL AL-JUBAIL, K.S.A

*PRINCIPAL'S  
RECRUITMENT*

2019

*Eligibility Criteria  
&  
General Guidelines*



# INTERNATIONAL INDIAN SCHOOL AL-JUBAIL, K.S.A

## *About The School:*

International Indian School, Al-Jubail, is situated in the Eastern Province of Saudi Arabia. It is affiliated to Central Board of Secondary Education, New Delhi. The establishment of IISJ is the culmination of the dedicated efforts of the Indians of this region; IIS-Jubail is under the patronage of His Excellency, Ambassador of India and functions under the Directorates of Education, MOE, Dammam and Riyadh.

The school has a sprawling campus for boys & girls with magnificent buildings and is well equipped with all modern amenities, smart classrooms, Libraries and state of the art laboratories of International standard, to provide quality education to the children of working Indian Community in Jubail

## *Jubail Industrial City:*

The city of Al-Jubail on the Arabian Gulf Coast of the Kingdom of Saudi Arabia has ancient roots. It is the largest industrial city in the Middle East and is one of the largest industrial cities in the world. It is host to the Middle East's largest and world's fourth largest petrochemical company. Jubail comprises the Old Town of Al Jubail (Jubail Balad) and the new industrial area. Jubail Industrial City is the largest civil engineering project in the world today. Jubail Industrial city project was cited in the Guinness Book of Records as the largest engineering and construction project ever attempted. Today, the former stretch of sand dunes and salt flats north of old Jubail is now called Jubail Industrial City, Saudi Arabia's biggest industrial center. Jubail infrastructure has the capability to operate continuously without failure of power or supplies in any of the existing facilities while meeting community requirements within modern, high living standards where all the necessities of life, tourist and recreational facilities are available.

Jubail is also known for Royal commission its vast number of gardens and parks. You can spend some quality time with your family members at these parks. Jubail is also popular among tourists for its beaches Palm Beach is a famous beach. You can bask in the sun on the white sand beneath the palm trees.



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## General Guidelines:

### 1. General Eligibility Criteria:

#### Qualifications:

1. Master's Degree or Honours Degree of a Foreign University recognized as equivalent to the Master's Degree of an Indian University by the U.P.S.C. or Honours Degree of such Indian Universities as may be recognized equivalent to the Master's Degree by the U.P.S.C.
2. A teaching Degree or a Diploma in Education or its equivalent.

#### Experience: {Mandatory Field}

- a) At least 3 years' experience of administrative charge of a recognized college having intermediate or higher classes.
- b) At least 5 years' experience of administrative charge of a recognized high school.
- c) At least 5 years' experience of teaching in a recognized college or higher Secondary school or an equivalent teaching experience in a Teachers Training Institute.
- d) At least 8 years teaching experience in a recognized High School.
- e) At least 5 years' experience including 3 years educational administrative experience and 2 years teaching experience in a recognized High or Higher Secondary school or a teacher training Institute.

#### Salary and Perks:

- Salary is not a **constraint** for the right candidate, Plus Free Accommodation, Return Air Ticket and Free Medical. Two years renewable contract with initial 6 months of probation period. End of service benefits as per Saudi Labor Law.
- Interested candidates should send their resumes (preferably with digital photographs) within 15 days from the date of advertisement to: **[careersiisjubail@gmail.com](mailto:careersiisjubail@gmail.com)** and **[chairmaniisjubail@gmail.com](mailto:chairmaniisjubail@gmail.com)**
- Apply in strict confidence. Only short listed candidates will be called for interview.
- No other correspondence will be entertained.



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## Note to Candidates:

### The Management Committee has the right to:

- The Chairman and the Academic Committee reserve the right after thorough completion of all formalities to accord final approval and in the event of any claims and disputes the decision of Selection Committee shall be final and binding.
- Selection will be purely on the basis of merit and no recommendations will be entertained. Any candidate who tries to correspond with the management or any other authority either directly or indirectly with respect to his/her candidature or gets involved in unfair means, the application of such candidates will be rejected.

### Governing Rules & Regulations:

- The employee shall be governed by the rules and regulations, code of conduct of CBSE Unified Service rules for International Indian Schools in KSA, Ministry of Education (MOE) and Ministry of Labour (MOL) Kingdom of Saudi Arabia.
- The employee will conform to all the rules and regulations in force and shall carry out all such orders and directions as per USR.

### Selection Criteria:

- Scrutiny of Applications
- Skype/IMO/Hangout Interview (Initial)
- Written Test will be conducted in India in the following:  
Subject, pedagogy, General English & General Aptitude
- Final Interview will be conducted in India (Face -to-Face)
- Candidate who obtains a minimum of 50% in the Skype/IMO/Hangout interview will be called for written test which will be conducted in India.

## Salary & Benefits:



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## A. Basic salary:

The applicant will be offered salary which depends on the number of years of experience as per CBSE/USR [page no. 40-V.1.(b)], the selection committee can recommend a maximum of three advance increments in deserving cases based on competence and experience. There will be a written test (if the selection board deems necessary) the interview will be conducted in India.

## B. Housing:

- The employee shall be given free family status furnished housing for which he/she is eligible under the prevailing school housing policy.
- The employee will be provided with accommodation at school (or) three (03) basic salaries as housing allowance yearly as per MOL rules.

## C. Vacations:

The Principal is entitled for paid annual vacation as per the **USR** (Unified Service Rules)

## D. Air Tickets:

Annual air tickets will be provided based on the employment status.

## E. Education of Children:

Education is provided at IIS-Jubail up to 18 years for the dependent children of employee's as per the unified service rules and school policy at present and which may change from time to time.

## F. Health Care:

Employees will be provided with Health Insurance based on employment status

## G. End of Service Benefits (EOSB):

Employee is entitled for EOSB as per the Saudi Labor Law.

## H. How to Apply:



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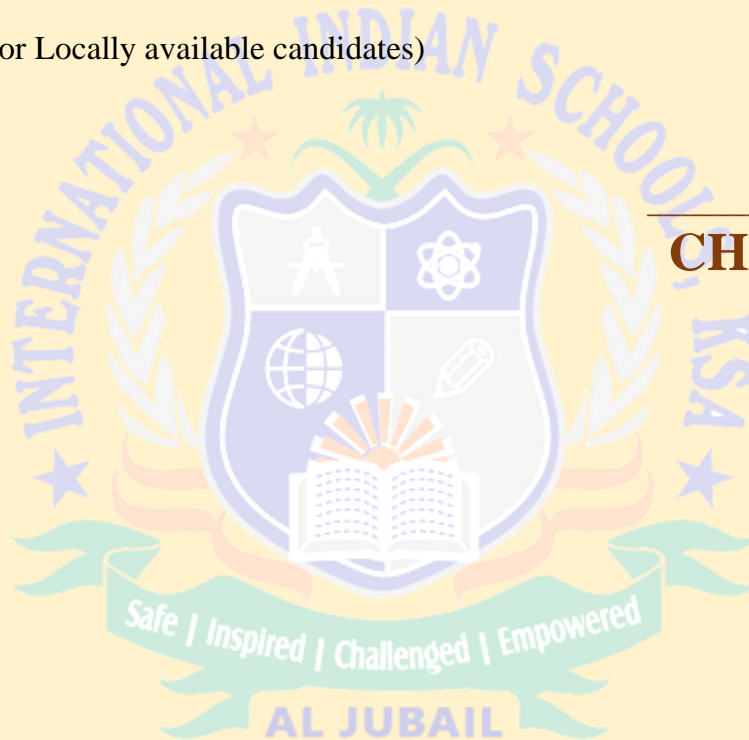
- Only **E-MAIL** applications are accepted
- Indicate the post applied for in the **Subject Line of Email**
- Apply in the prescribed application form available on the school website  
**[www.iisjubail.org](http://www.iisjubail.org)**
- Latest CV to be uploaded along with the application.
- Attach true scanned copies of all educational certificates including the other side clearly showing the attestation by HRD & MEA **in PDF format as a Single file**
- Attach Scanned Copies of all experience certificates **as a PDF file in one Single file.**
- **The completed application form along with scanned copies of all relevant certificates should be sent by electronic mail to [careersiisjubail@gmail.com](mailto:careersiisjubail@gmail.com) and [chairmaniisjubail@gmail.com](mailto:chairmaniisjubail@gmail.com) .**
- **Last date of submission of applications is 25<sup>th</sup> April, 2019 by 5.00pm, KSA time**
- Incomplete applications and applications without supporting documents will be rejected. Only eligible candidates after preliminary screening will be intimated with the date of Skype/IMO/Hangout interview, test and final Interview schedule.
- Candidates who qualify in the Skype/IMO/Hangout interview will be intimated with the date, time & venue of written test and interview.
- For any other clarifications please contact the school through above given email
- Saudi Arabia's rules do not validate degrees obtained through distance education, Private study and correspondence courses.



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## I. Attachments:

- 1) Completed application form.
- 2) Latest CV
- 3) Scanned copies of all relevant educational degrees as a single PDF file
- 4) Scanned copies of relevant experience certificates as a single PDF file.
- 5) Copy of Passport.
- 6) Copy of Iqama (For Locally available candidates)



**CHAIRMAN**