

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 6721807 / 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 رقم العضوية: ١٣٦٥٩٣
ص.ب: ١٤٨٦١ جدة ٢١٤٣٤ ، المملكة العربية السعودية
ت: قسم البنين: +٩٦٦ ١٢ ٦٧٥١٥٣٦ / +٩٦٦ ١٢ ٦٧١٩٣٤ / ٦٧١٢٠٩٧
ت: قسم البنات: +٩٦٦ ١٢ ٦٧٣١٦٠٧ / +٩٦٦ ١٢ ٦٧١٨٣٤٥
ت: قسم البنات للصف الأول والثاني: +٩٦٦ ١٢ ٦٧٣٧٥٢ ، روضة وتمهيدي - +٩٦٦ ١٢ ٦٧١٧٧٣٧

REF: IISJ/ADM-03/2023-24/200

DATE: 23-01-2024

Local Advertisement for Non - Teaching Position

Walk-in Interview and Written Test for filling the post of TC Counter Clerk (LDC) on Ad-Hoc basis

International Indian School, Jeddah – requires the services of eligible candidates for the post of TC Counter – Clerk (LDC) on ad-hoc basis & as stop gap arrangement. Desirous eligible candidates (Indian Nationals only) are required to appear in the Written Test and Interview as per date and time mentioned below:

Monday i.e. 29th January, 2024 at 3:00 PM

Location: Boys Section building, International Indian School, Jeddah, Al Rehab District.

S. No.	No. & Name of The Post	Eligibility Criteria
1.	TC Counter Clerk (LDC) – 1	Essential qualifications & experience: <ol style="list-style-type: none">1. Graduate in any discipline with at least 02 years of working experience as LDC/ Technical Assistant/ Computer Operator in a Government/ Private Organization.2. Candidate should be proficient in English, Hindi and Urdu typing.3. Candidate should have good communication skills (Written & Oral)4. Must possess a PGDCA/ Diploma in Computer application from any recognized institution.5. Must be willing to learn new technologies and be able to work in a fast-changing environment.

Note:

1. All eligible candidates to report at 3:00 PM sharp in the Admin Section, International Indian School – Jeddah Boys Section, Al –Rehab District, Jeddah.
2. Candidates are required to bring CV, Passport and Iqama copy, qualifying degrees and experience certificates.
3. Candidates having transferable Iqama will be preferred.

Candidates holding Visit or Umrah Visa will not be entertained.




(Dr. Muzaffar Hassan)
Principal

Copy to:
School Website & SMC for information