



INTERNATIONAL INDIAN SCHOOL - JEDDAH

المدرسة الهندية العالمية - جدة

CIRCULAR (Revised)

IIS/JED/PRL/2025-26/35

Date: July 26, 2025

Subject: Extension of Dates – SMC Membership Application Process (2025–2028)

**Dear Parents,
Greetings!**

Applications are invited from parents for the membership of the School Managing Committee which comprises of 7 (seven) members, of which at least one will be a female is hereby announced. The Management Committee is expected to contribute to the improvement of the school without any remuneration or other favors.

The interested parents fulfilling below mentioned eligibility criteria for the membership may collect the prescribed form available in the **Principal's Office of IIS, Jeddah w.e.f. Wednesday, July 16, 2025 to Sunday, August 03, 2025 between 10:00 AM to 3:00 PM.**

The candidates should possess the required academic qualifications and have sufficient proven experience/specialization in Academics/Administration/IT/Financial fields. The eligibility criteria for the candidates are as follows:

- Must be a parent of student(s) of IIS, Jeddah for at least 1 year as per the school records.
- To be eligible for the membership application, it is required that your ward must study in one of the classes other than grades X, XI and XII. The application of the parents whose wards are studying in X, XI & XII, will not be considered.
- He/She must be a citizen of India, who can devote sufficient time for the welfare of the school.
- Must hold a University Degree (Regular mode), duly awarded by a recognized university and attested by the competent authority in India / Embassy of India, Riyadh / Consulate General of India, Jeddah.
- He / She must hold a responsible position in a reputed company/organization or he/she should be a professional working with any reputed institution.
- Non-working female candidates who possess a professional degree or three-year graduation degree and a post-graduation degree of two-year duration can also apply for female members.
- He/she must not be a current or past School Managing Committee (SMC) member or school employee or their spouse/relative or an employee or SMC member of another school committee.

UNDER THE PATRONAGE OF EMBASSY OF INDIA , RIYADH
AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI - INDIA
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 54 4435168
Girls' Section - Tel. +966 12 6721607 / 6718345
Girls' Section I & II - Tel. +966 12 6737752, KG-SECTION - Tel. +966 12 6747737

Scan for
Social Media



تحت رعاية سفارة الهند ، الرياض
تابعة للمجلس المركزي للتعليم الثانوي ، نيودلهي - الهند
الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة - ٩٠٠٧٢
وزارة التعليم - ترخيص رقم: ج/٤٥ رقم العضوية في الغرفة التجارية: ١٣٦٥٩٣
ص.ب: ١٤٨٦١ جدة ٢١٤٣٤ ، المملكة العربية السعودية
ت: قسم البنين: ٤٤٣٥١٦٨ / ٩٦٦ ٥٤
ت: قسم البنات: ٦٧١٨٣٤٥ / ٩٦٦ ١٢ ٦٧٢١٦٠٧
ت: قسم البنات للصف الأول والثاني: ٩٦٦ ١٢ ٦٧٣٧٥٢ ، روضة - ٩٦٦ ١٢ ٦٧٤٧٧٣٧

- h. Must have a 'No Objection Letter' from his/her Employer/Sponsor in original duly attested by the Chamber of Commerce and Industry in which the Sponsor should mention that he/she is agreeable for the active participation of the candidate in Managing Committee Meetings and that the candidate will be in a position to attend the meetings even at a short notice. In case a candidate fails to procure NOC from his/her employer before the last date of submission of application, he/she may submit an undertaking that NOC will be submitted to the school within a period of one fortnight.
- i. Must produce a salary Certificate issued by his/her employer and attested by the Chamber of Commerce in the region stating that the monthly salary is not less than SAR 8,000/-.
- j. He/she should submit a brief note not exceeding 100 words explaining his/her plans to ensure better education to the children of the Indian community and all-around progress of the school during his/her tenure. (Page No. 7 in the Nomination Form)
- k. His/her place of work and residence should be within the city where the school is situated.
- l. The profession of the applicant mentioned in his/her employment letter should be the same as mentioned in his Iqama.

Candidates are requested to submit their detailed CV accompanied by duly filled in Nomination Form along with the required documents (original) in a sealed envelope to the office of Principal, IIS, Jeddah and a softcopy to principal@iisjed.org and edu.riyadh@mea.gov.in on or **before Tuesday, August 05, 2025 till 3.30 PM.**

NB: Point numbers "h", "i" & "l" are not applicable to non-working female applicants.




(Dr. Mohammad Imran)
Principal

Copy to:

- VP-GS
- COE
- All HMs & HM In-charges
- Supervisor – KG
- System Administrator
- All the Students
- School Website / School WhatsApp Channel
- School Observer & Higher Board for information
- SMC for information