



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	Qualification: - 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. Experience: - Minimum 10 years of experience in teaching, out of which 3 years in academic administration like VP/ HM or in a similar capacity. (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).	Written Examination Interview (for candidates qualifying the Written Examination) Final selection shall be based on combined performance in the written examination and interview.

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
AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI - INDIA
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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
ص.ب: ١٤٨٦١ جدة ٢١٤٣٤، المملكة العربية السعودية
ت: قسم البنين: ٤٤٣٥١٦٨ / ٩٦٦ +
ت: قسم البنات: ٦٧٢١٦٠٧ / ٩٦٦ + ٦٧١٨٣٤٥
ت: قسم البنات للصف الأول والثاني: ٦٧٣٧٧٥٢ / ٩٦٦ + ، روضة - ٦٧٤٧٧٣٧ / ٩٦٦ +