



Ref : CIR/IISJ/ELEC/0049/2025-26

Date : 15/06/2025

**CIRCULAR**

**Inviting applications for the School Managing Committee**

**Sub: International Indian School, Al-Jubail invites applications from eligible parents for membership of the School Managing Committee for the tenure 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 for the betterment 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, Admin Block of IIS Jubail w.e.f Monday, 16 Jun 2025 to Saturday, 21 Jun 2025 between 7:30AM to 1:30PM.

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 Jubail 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.
- 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.
- 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 the position to attend the meetings even at 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.
- 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/-.
- 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.
- His/her place of work and residence should be within the city where the school is situated.
- 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 Jubail on or before 25<sup>th</sup> June 2025 till 01:00 PM.

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

  
Office of the Principal  
IIS Jubail

