



Circular

(For Managing Committee Membership)

IISM/CIR/21/22-25

Date: 26 November, 2022

**Subject: Inviting Applications from Eligible Candidates for Membership of School Managing Committee**

In continuation to this office circular CIR/IISM/PAR/2/2022. dated Feb 16, 2022, applications are invited from the parents for the membership of school Managing Committee subject to fulfilling the following criteria:

- Must be a parent of student(S) of IIS-Majmaah for at least one year as per school record.
- To be eligible for the membership application, it is required that your ward must study in one of the classes other than Grades IX & X, the application of the parents whose wards are only in class IX & X will not be considered.
- He/She must be a citizen of India who could 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 competent authority in India/Embassy of India, Riyadh.**
- He/She must be holding a responsible position in a reputed organization/Company or he/she should be a professional working with any reputed institution.
- Non-working female candidates who possess a professional degree or a three –year graduation degree and a post-graduation degree of two- year duration can also apply.**
- He/She should not be a school Employee/Spouse of the School employee/relative of the school employee/member of another school committee/former employee of the school.
- Must have a No objection letter from his/her employer/sponsor in original, duly attested by Chamber of commerce and industry in which the sponsor should clearly mention that he/she is agree 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.
- Must produce a salary certificate issued by his/her employer and attested by 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 Indian community and all round 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 same as mentioned in his Iqama.

Candidates are requested to submit their detailed CV accompanied by duly filled in Nomination Form along with required documents (original) in closed envelope to the office of principal, IIS Majmaah on or **before 01.12.2022 up to 1:00 pm.**

**The parents who have already submitted their Nomination Form need not submit again.**

Nomination form may kindly be collated from the fees counter during school hours on weekdays.

**NB: Point numbers 'H', 'I' & 'L' are not applicable to non-working females.**

To,  
IT In charge with an instruction to upload on school portal.  
Copy to:  
School Observer and Higher board office for information.

*Shaukhan*

Principal

