



IIPSR RECRUITMENT NOTIFICATION – FEBRUARY 2026

International Indian Public School, Riyadh, is a CBSE-affiliated Senior Secondary School under the patronage of the Embassy of India in Saudi Arabia. It is an English-medium school providing education to the children of Indian nationals from Nursery to Senior Secondary level.

Candidates holding valid Indian passports are required to apply by sending their complete application to indiarecruitment@iipsr.edu.sa

No other means/modes of submission of application will be accepted.

The last date for submission of application is **12th March 2026**.

The school invites applications from Indian citizens for the following positions:

1. Teaching positions

- **PGTs (MALE)**: Physics, Chemistry, Mathematics

Qualification & Experience: Post Graduate in the relevant subject (Physics/Chemistry/Mathematics) with B. Ed. from a recognized University and minimum of 5 years of teaching experience at the Senior Secondary level in CBSE / ICSE / State Board Schools / reputed colleges.

- **PGTs (FEMALE)**: Physical Education

Qualification & Experience: Master of Physical Education / M.Sc. in Health and Physical Education and Degree in sports from a recognized University and minimum of 5 years of teaching experience at the senior secondary level in CBSE / ICSE / State Board Schools / reputed colleges / universities.

- **TGTs (MALE)**: Hindi, Music and English

Qualification & Experience: Graduate / Post Graduate with B. Ed in the relevant subject (Hindi/Music/English), with the particular subject studied in all three years at the graduation level from a recognized University. A minimum of 5 years of teaching experience in CBSE / ICSE / State Board Schools is required.

2. Administrative Positions

- **Administrative Officer (Male)**:

Qualification & Experience: Graduate (Computer science) / Post Graduate in Business Administration or computer sciences or a related field. Minimum of 5 years' experience in a similar position in a reputed CBSE affiliated school.

- **Accountant (Male)**:

Qualification & Experience: Graduate in accounting / Finance / Postgraduate in accounting or Business Administration or equivalent. Minimum of 5 years of relevant experience in accounting or cash handling in a CBSE affiliated school. Experience in school accounts, audits, and CBSE- related financial documentation preferred.

Age Limit for all the posts

The candidate's maximum age limit is forty years, with the possibility of an additional five-year relaxation if the candidate possesses special qualifications. Relaxation in age will be considered only on the recommendation of the Scrutiny-cum-Selection Committee.

NB: The candidates are required to make a cover letter with the category specified in the Subject (e.g.TGT / PGT / Administrative role etc.) and send their complete application form along with the following documents as one **SINGLE PDF FILE** to indiarecruitment@iipsr.edu.sa

1. CV
2. +2 Certificate.
3. Educational Degrees, Final / Consolidated Mark Sheets.
4. Copy of B.Ed./Teacher's Training Certificate.
5. Copy of valid Passport [front and back-pages].
6. Copy of Experience Certificates issued by different schools.
7. Copy of any additional Vocational courses if any.

Note: For the relevant positions as mentioned above, the degree from a recognized university, must be attested [Saudi Apostille] for issuing Saudi Visa.



INTERNATIONAL INDIAN PUBLIC SCHOOL, RIYADH

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Council of CBSE Schools in the Gulf
Licensed by Ministry of Education, KSA**

Please paste a
self-attested
photograph

Application Form for the Post of _____

(TO BE FILLED IN BLOCK LETTERS)

1. Position applied for : _____
2. Name of Candidate : _____
3. Father's/Husband's Name : _____
4. Date of Birth: : _____
5. Gender : Male Female
6. Marital Status : Married Unmarried
7. Nationality : _____
8. Permanent Address : _____

_____ Pin Code: _____

9. Passport No. : _____ & Date of Expiry: _____

10. Address for Communication: _____

_____ Pin Code: _____

Mobile Nos. : _____

Alternative Number : _____

Email ID : _____

Alternative Email ID : _____

11. Educational Qualifications (In chronological order from Secondary School onwards)

Degree	Subject(s) Specialization	Division or Equivalent	Percentage of Marks	Year of Passing	University/ Institution

** Please attach self-attested copies of Certificates.

12. Employment Records:
(In chronological order starting from the present job):

Name & Address of the Employer / School	Designation of Post held	Period		Nature of Teaching/ Job Assignments	Scale of Pay/ Consolidated Amount	School affiliated to CBSE – Yes / No
		From	To			

****Please attach self-attested copies of Certificates as proof of working Experience.**

13. Awards/Fellowships/Recognition, if any : _____
(Candidate may submit a separate sheet, if required)

14. Whether the application processed through proper channel: _____

DECLARATION

I certify that the information(s) are correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation.

(Signature of the Applicant)

Two referees with their complete name and address with email and phone number.

1. _____

2. _____

NB: These referees may be contacted to know about the applicants work history, qualifications, skills and work ethics.



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General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the school from time to time for the respective post. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.
2. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for the screening test.
3. Consequent upon adoption of self-certification provisions as required by the Govt. of India/appropriate Government, the school shall process the applications entirely on the basis of information/documents attached with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
4. All correspondence from the school including written test and interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
5. The Shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of interview.
6. "Regular service" means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
7. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
8. The number/recruitment mode of posts advertised may increase/decrease/change, and the school authority reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
9. The candidates are required to provide the names and contact details of two persons who are familiar with their work performance and can provide references relating to their suitability of post. One of the referees must be their current/most recent employer. References from friends or relatives will not be accepted. A mail would be sent inviting their report.
10. The school shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.

11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the school management reserves the right to modify/withdraw/cancel any communication made to the applicant.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the management shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
13. No TA/DA shall be paid to candidates for attending the screening test.
14. Last date for submission of application is as indicated in the present advertisement uploaded on the school website and published in the newspaper.