



Subject: Submission of Application for the Selection of New School Management Council (SMC)

Date: 19/11/2025

Respected Parents,

Assalamu Alaikum,

In accordance with the rules and regulations of the Ministry of Education, Kingdom of Saudi Arabia, and under the kind instructions of His Excellency, the Ambassador of Pakistan, our school is required to complete the process of forming new School Management Council (SMC), as the tenure of the current SMC will expire on 22nd December 2025.

The School Management Council plays a vital role in supporting the school's academic, administrative, and community-related functions. For this purpose, eligible parents are invited to submit their applications to complete the required procedure to become a member of the new SMC.

Application Procedure:

1. Collect the SMC Application Form from the school office OR download it from the school website or WhatsApp channel.
2. Fill all required information in the application form clearly. Only complete applications with all supporting documents will be entertained.
3. Submit the complete application to the School Administration Office no later than 27th November 2025 during office hours (7:00 a.m. to 1:30 p.m. and from 6:00 p.m. to 8:00 p.m.) to Mr. Faisal Sattar only. For any inquiry, please contact the school administration during office hours.

Looking forward to your active participation.

Principal(A)
 Dilshad Khan



PAKISTAN INTERNATIONAL SCHOOL
AL-JUBAIL

FORMATION OF THE SCHOOL MANAGEMENT COUNCIL
ELIGIBILITY OF CANDIDATE

1. Candidate must be a Pakistani National.
2. Candidate should be a parent of regular student of Pakistan International School, Al-Jubail.
3. Candidate must have a valid Iqama.
4. Candidate must not be a staff member of the school.
5. Candidate should not be a close relative of any staff member of the school.
6. Candidate must not be a diplomat and be of a good moral character.
7. Candidate should be a University Graduate.
8. Candidate must not have any direct or indirect present or past business association with the school.
9. Candidate should not be a fee defaulter of the school.
10. Candidate should have a responsible job position and enjoy good reputation in the community. While stating his position, the candidate must indicate:
 - a) Designation in the Organization
 - b) Exact nature of work
 - c) Number of staff supervised by him
11. The candidate is required to submit a written consent (NoC) from his sponsor (Kafeel)/ Head of Department to become member of SMC. The written consent (NoC) must be attested by the Saudi Chamber of Commerce.
12. The candidate is also required to attach an undertaking stating that he/ she has not been involved in any undesirable activity in the Kingdom of Saudi Arabia as well as in Pakistan. The Candidate should also mention that he/ she has sufficient time available to attend the meetings of the SMC whenever required and would not involve him/herself in any politicization or grouping during his tenure as the member.
13. Candidate must not be an office bearer/member of any political, ethnic/sectarian party/group etc. If required, the school administration may demand an affidavit duly attested by the Embassy of Pakistan, Riyadh, KSA to this effect.
14. Candidate will have to submit a brief note outlining his aims and objectives for the improvement and progress of Pakistan International School, Al-Jubail along-with the nomination form.
15. Any Grouping, Ittehad or Meeting etc. on this subject will be unlawful and the applicant having affiliation with such activities /groups will be considered ineligible for the nomination.
16. An Ex-SMC member terminated due to any reason from any school of the Kingdom of Saudi Arabia will not be eligible to become a member of the SMC.

PAKISTAN INTERNATIONAL SCHOOL, AL-JUBAIL
NOMINATION FORM - SCHOOL MANAGEMENT COUNCIL

Registration No.....

01) Name of Candidate:

02) Qualifications 03) University

04) Passport No. 05) Place of issue:

06) Date of issue: 07) Valid upto:

08) Iqama No. 09) Date of issue:

10) Valid upto: 11) Stay in the K.S.A. Since:

12) Job Title: 13) Nature of Work:

14) Salary/Income: SR. (per month):

15) No. of workers under supervision:

16) Company/Department Name:

17) Any police case against you in the K.S.A. or Pakistan? (Yes / No) if yes, please give details:
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18) Business Address (K.S.A):

19) Tel (Office/Mobile): (Res):

20) Complete Address of Pakistan:

21) Have you ever been member of School Management Council of any School in the past? Yes / No
If yes, please mention the school and city:

22) Are you related to or relative of any staff member of the school, if yes, please mention details:
(i) Name: (ii) Relation:

23) Detail of children studying in this school: **Family Code:**

<u>Name of Child</u>	<u>I.D. #</u>	<u>Class/Section</u>	<u>Admission Date</u>
i)
ii)
iii)

24) Detail of children studying in other school:

<u>Name of Child</u>	<u>Name of School</u>	<u>Class/Section</u>
i)
ii)

25) Brief bio-data of Candidate:
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Undertaking by Candidate

I hereby undertake that I will strictly follow the nomination procedures/instructions communicated to me by the competent authority. I also undertake that if I am chosen as a member of the School Management Council (SMC), I will perform my responsibilities in accordance with the constitution of the school. I will also not associate myself with any political party and not influence or induce any party politics in the school affairs. I will also not use my position in the SMC in such a way that may be prejudicial to the interest of the school. I further undertake that the particulars mentioned above are correct. I understand that any wrong information or concealment of fact by me would render my membership cancelled by the competent authority.

Dated:.....

Signature of Candidate

MY AIMS AND OBJECTIVES
RELATED TO THE IMPROVEMENT AND PROGRESS OF
PAKISTAN INTERNATIONAL SCHOOL, AL-JUBAIL

Note: Additional page/s can be used, if required.

Signature

Name.....

lqama No.

Mobile No

DOCUMENTS REQUIRED ALONGWITH THE NOMINATION FORM

1. *One passport-size photograph.*
2. *Photo-copy of valid passport.*
3. *Photo-copy of valid CNIC/NICOP.*
4. *Copy of digital Iqama.*
5. *A copy of attested Degree by the Higher Education Commission (HEC) Pakistan and Ministry of Foreign Affairs, Pakistan.*
6. *Written consent (NoC) from the Sponsor / Kafeel (in original), duly attested by the Saudi Chamber of Commerce.*
7. *A brief note by the candidate on his aims and objectives as a member of SMC.*
8. *Fee receipt of children paid for the month of November, 2025.*

PAKISTAN INTERNATIONAL SCHOOL
AL-JUBAIL

ACKNOWLEDGMENT RECEIPT

The application form for the Nomination of the School Management Council having Registration No, along with following documents, is hereby received:

1. *One Passport-size photograph.*
2. *Photo-copy of valid Passport.*
3. *Photo-copy of valid CNIC/NICOP.*
4. *Copy of digital Iqama.*
5. *Photo-copy of attested Bachelor's Degree by the Higher Education Commission (HEC), Pakistan and Ministry of Foreign Affairs, Pakistan.*
6. *Written consent (NoC) from the Sponsor / Kafeel (in original), duly attested by the Saudi Chamber of Commerce.*
7. *A brief note on aims and objectives as a member of the SMC.*
8. *Copy of the paid fee receipt of children for the month of November, 2025.*

Dated.....

Signature.....