

C I R C U L A R
CONDITIONS FOR THE ELIGIBLE VOTERS TO CONTEST ELECTION FOR THE
MANAGING COMMITTEE 2018

1. **The Management Committee will consist of 5(five) elected Members and 2(two) nominated Members from among the parents of the school students through direct vote.**
2. **One voter will cast the vote for only 1(one) candidate of his/her choice.**
Only the Indian Passport holders who will be able to selflessly devote sufficient time for the welfare of International Indian School Dammam (IISD) should participate in this election process. Application for contesting the elections is to be submitted upon prescribed application form (**Form No.1**). Interested candidates may collect the Form No.1 from the school w.e.f. 08.00 a.m. on Sunday, 15 April, 2018 to 4.00 p.m., Thursday, 17 April, 2018 from the AO's office.
3. The tenure of the Managing Committee will be 3(three) Hijri years.
4. Voter's Eligibility:
 - (a) Must be a parent of the student/s as per school records:
 - (b) Must be an Indian citizen.
 - (c) Must have a valid Iqama.
 - (d) Must clear all school dues.
 - (e) Must not be a teaching / non teaching staff member of the school and their spouse.
5. The candidate must fulfill the following conditions:
 - a) Must be a parent of student/s for at least one year as per school record and that his child/children should not be in the final class of the school.
 - b) Must be a citizen of India who would devote sufficient time for the welfare of the school.
 - c) Must be an eligible voter. His name must appear in the voters list.
 - d) Must hold a University Degree as a minimum qualification duly attested by the competent authority (MHRD/MEA) and holding a responsible position in a reputed company / organization. Masters/Professional degree holders will be preferred. Degrees earned after regular course of study will be considered as the qualification. Diploma or other certificate program will not be considered.
 - e) Should not be a school employee or a spouse of any employee of the School / relative of the school employee/ member of another school committee or former employee of the school.
 - f) Must have a no objection letter from his employer / sponsor in original, duly attested by the Chamber of Commerce and Industry, in which the sponsor should clearly mention that he/she is agreeable for the active participation of the candidate in the Managing Committee meetings for the next three years and that the candidate will be in a position to attend the monthly meetings or any emergency meetings at a short notice. NOC should be issued from the official like MD, GM, CEO or similar positions in the Company/Firm. Candidates working in Government Organizations have to take NOC from the concerned Ministry and not by the department head. If the candidate himself/herself is running a Company or business, he/she has to take NOC from the owner or sponsor of the Company.
 - g) Must not be a Diplomat/Official of the Indian Embassy, Riyadh or the Consulate General of India, Jeddah.
 - h) His/her place of work and place of residence should be within the limits of Dammam and Khobar areas (Qatif, Rastanura, Abqaiq).
 - i) Must produce a salary certificate issued by his employer attested by the Chamber of Commerce and Industry KSA clearly stating that his monthly basic salary is not less than SR 8000 per month.
 - j) The native state of a candidate will be decided based on the permanent address given in his/her passport.



- k) The profession of the candidate will be considered on the basis of Iqama.
- l) Must produce a character certificate issued by the Embassy of India, Riyadh (Form No.3) and attach the same with his application. If a candidate wishes to obtain the certificate directly, he may do so. Else, the school will forward the Form No.3 to the Embassy of India, Riyadh for necessary action.
- m) Must submit reference of two responsible Indian Nationals in KSA who will stand guarantee for him in connection with his conduct and financial soundness.
- n) He/She should submit a brief note not exceeding 100 words in which he/she should propose the manner in which he/she plans to ensure better education to the children of Indian Community and the academic progress of school during his/her tenure of membership, if elected.
6. The Parents of children studying in Class XII are not eligible to put their candidature unless they have other children in lower classes.
7. Own signed photocopy of the valid Iqama should be attached with the application (original must be shown at the time of submission of the nomination forms).
8. The nomination forms duly completed in all respects shall be submitted to AO (Admin Officer) from 16 April, 2018 to 19 April, 2018 (up to 2.00 p.m.) during school hours.
9. Circulars will be sent along with your wards and the details will be published in the school notice board as well as the website.
10. The nomination forms submitted by the candidates will be scrutinized by the Election Commission which has been formed by the Ministry of Education, KSA. In case of any doubts, ambiguity or grievance clarification may be sought from the Ministry of Education, Dammam. The decision of the MOE in such matters will be final.
11. The Election will be in school premises. Counting of votes will be done in continuation to the polling process and the results will be declared immediately after the completion of the counting. Date and time of Election will be released later.
12. All Election related information will be available in the notice boards and the school website.
13. Election schedule is given below:

MC ELECTION ACTIVITIES SCHEDULE

| <u>S.No.</u> | <u>ITEMS</u> | <u>Date/Day</u> |
|--------------|---|--|
| 1. | Circular for candidates' eligibility conditions | Monday, 09 April 2018 |
| 2. | Releasing of final voters list | Saturday, 14 April 2018 |
| 3. | Issue of nomination papers | 15-17 April 2018 (Sunday to Tuesday) |
| 4. | Dates for filing nomination papers | 16-19 April 2018 (Monday to Thursday) |
| 5. | Scrutiny of nomination papers | Friday, 20 April 2018 |
| 6. | Releasing of the list of eligible candidates | Sunday, 22 April 2018 |
| 7. | Last date for withdrawal of candidature | Thursday, 26 April 2018 |
| 8. | Circulation of final list of candidates | Sunday, 29 April 2018 |
| 9. | Date of Election & Election Result Declaration | Friday, 04 May 2018 |



Dr EK MOHAMMED SHAFFE
PRINCIPAL & HOI

Distribution: Parents of all Students of the IIS- Dammam

