



# SHARJAH INDIAN SCHOOL

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P.O. Box – 2324, Sharjah

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## OUR VISION

Educate Enlighten Empower

Date: 26<sup>th</sup> March 2018

## Interview Notification - Executive Secretary

Greetings from Indian Association Sharjah & Sharjah Indian School...

With reference to our recent job posting on [www.sissharjah.com](http://www.sissharjah.com) for vacancies, we are pleased to inform the details of the interviews for the above position scheduled **on Wednesday, 28<sup>th</sup> March 2018 (Reporting Time: 8:00 AM) at Sharjah Indian School.**

The selection process comprises of three phases, with Phase 1 being the Screening Interview.

**Phase 1: Screening Interview** (Initial screening based on specific job requirements) on Wednesday, 28<sup>th</sup> March 2018 (Reporting Time: 8:00 AM) **Gate Closes at 8:30 AM** as per schedule below.

Candidates with relevant experience in the respective functions are required to be at the venue at the scheduled time for the screening interview.

Date & Time Scheduled	Position	Venue in SIS
Wed, 28 <sup>th</sup> March 2018	Executive Secretary	Main Block – Girls Wing
(Reporting Time: 8:00 AM)		
Gate Closes at 8:30 AM)		

Candidates will have to **download and fill forms**, and bring the following documents (in a plastic folder) while coming for the preliminary interview, and shall be checked and verified by the panel members.

- Updated Resume (with Photograph)
- Personal Information Sheet (duly filled) - [download](#)
- Recruitment Checklist (duly checked) - [download](#)
- Copy of Passport, Visa, Emirates ID
- Copy of the academic Certificates from 10<sup>th</sup> Std. and upwards  
(Together with the **ORIGINAL certificates and mark sheets** for verification)
- Attested certificates of degree, PG (if any)

### **Note:**

As per the Ministry norms and requirements, candidates who have pursued 10<sup>th</sup> Std., 12<sup>th</sup> Std., Degree under Open or Distance or Private mode shall not be considered.

**Shortlisted candidates shall be invited to Phase 2 of the selection process.**



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**Phase 2: Written Test on Sunday, 29<sup>th</sup> March 2018 (Reporting Time: 8:00 AM\*) Gate Closes at 8:30 AM at Sharjah Indian School.**

(Only Shortlisted candidates from screening interviews need to attend written test, If shortlisted, such candidates would be provided a hall ticket) - (Duration 2 hours)

- Psychometric Assessment (25 marks)
- Functional Test (50 marks)

\* Late comers shall not be entertained. Candidate must carry any one of the Original Identity cards (Passport, Emirates ID, UAE Driving License, AADHAAR / PAN Card), to avoid inconvenience. Candidates carrying original identity card and hall ticket would only be allowed entry to the premises.

List of shortlisted candidates (of written test) shall be communicated through email.

**Phase 3: Interview with Management Team**

(Date of interviews shall be communicated to shortlisted candidates by email)

Candidates must carry any one of the Original Identity cards (Passport, Emirates ID, UAE Driving License, AADHAAR / PAN Card), to avoid inconvenience. All ORIGINAL certificates and mark sheets need to be carried for the interview for verification by the panelists.

**Location Map:**

