

Process of application and appointment of staff at

Indian School Sohar

- 1) **Application:** The application form is available at the school website. You can apply on line or download it and send as an attachment.
- 2) **Screening:** Once the candidate has uploaded the application form, it will be assessed by the school.
- 3) **Interview:** The shortlisted candidates will be called for personal interview at the selected location. Communication regarding the interview will be sent well in advance by email to the candidate.
- 4) **Offer Letter:** Once the candidate is found suitable for the post applied for, an offer letter will be sent within one month to 45 days by e mail. If an interviewed candidate does not receive the offer letter within this time, it should be understood by him/her that he/she has not been selected.
- 5) **Acceptance:** The offer letter should be accepted by the candidate within a week of the receipt of the same.
- 6) **Documents required:** Once the candidate accepts the offer of appointment, he/she will be required to send the following documents for starting the process of issuance of visa as per the laws of Sultanate of Oman.

(i) Original Documents

- a) *Graduation Mark sheets.*
- b) *Graduation Degree (University Degree Certificate)*
- c) *Post Graduation Mark sheets*
- d) *Post Graduate Degree(University Degree Certificate) (After Apostille)***
- e) *Teaching Degree(NTT/ Montessori/ B.Ed etc.) (After Apostille)***
(not required in case of Art & craft, Music, Dance, Physical education and Computer teachers)
- f) *Police Clearance Certificate-(After Apostille)***
- g) *Passport size Photographs (with blue background) - 6 Nos.*
- h) *Copy of MOE Form*
- i) *Past experience certificates. Experience certificate of current employment can be submitted after joining*

(ii) Photocopies

- a) *Copies of the first two and the last two pages of the passport (passport should be valid for at least one year). Copies should be clear.*
- b) *Class X Mark sheet*
- c) *Class XII Mark sheet*

(iii) In case of married couples following additional documents will be required:

- a) *Marriage Certificate-(After Apostille)**
In case of children*
- b) *Birth Certificate -(After Apostille)***
- c) *Copies of the first two and the last two pages of the passport (passport should be valid for at least one year). Copies should be clear.*
- d) *Passport size Photographs (with a blue background) - 6 Nos.*

7. Step by Step procedure on how to get Apostille stamp on your Certificates

- a) All original documents requiring attestation or apostille should be first authenticated by the designated agencies in the State from where the document has been issued. Generally it is done by the Home department or General Administration Department in the state. Kindly check the Website for the documents to be carried with you for apostille.
- b) After attestation by the state department, now the document has to be apostilled by the Ministry of External Affairs.
- c) Candidates may go to the following link to know more about Apostille

http://www.mea.gov.in/Images/pdf/Attestation_documents.pdf

<http://mea.gov.in/apostille.htm>

Address for communication:

Documents should be sent by courier to:

**The Principal,
Indian School Sohar
P.O.Box: 846, Sohar, Postal Code: 311
Sultanate of Oman**

- 8) Approval from Ministry of Education, Sultanate of Oman**
All the documents are submitted by the school for approval to the Ministry of Education, Sultanate of Oman. The approval normally takes 45 days
- 9) Labour Clearance from the Ministry of manpower, Sultanate of Oman**
After the documents are approved by MOE, these are submitted to MOM for labour clearance. This process normally takes 3- 4 months.
- 10) After obtaining ministry of manpower clearance, candidate will have to undergo medical check-up through authorized GAMCA (Gulf Approved Medical Centers association) medical centres.**
GAMCA Medical Certificate: Once labour clearance is obtained the candidates will be asked to get their medical examination done at GAMCA (Gulf Approved Medical Centres Association) and send the report to the school address as mentioned above.
This may take in normal practice 1-2 weeks. Candidates are advised not to resign from their present employment.
- 11) Applying to immigration dept. For employment visa. With labour clearance and GAMCA report, the school will apply for VISA.**
This may take in normal practice one week.
- 12) When VISA / work permit is obtained, you will be informed and at this stage you could tender your resignation.**
- 13) Necessary travel arrangements will be made by the school after due discussions with the candidate.**
- 14) THE WHOLE PROCESS COULD TAKE 5 - 6 MONTHS.**