

## EMPLOYMENT VISA

As on 16 May 2016

Foreign nationals planning to proceed to India for taking up employment in India are advised to apply for Employment Visa. Following types of applicants are advised to apply for Employment Visa:

- (i) A Foreign Technician/Expert coming to India in pursuance of a bilateral agreement between the Government of India and the Foreign Government, or in pursuance of a collaboration agreement that has been approved by the Government of India.
- (ii) Highly skilled foreign personnel being employed in the IT software and IT enabled sectors.
- (iii) CEO/Senior executive of a foreign company or a company incorporated in India.
- (iv) Highly skilled professionals in any field, if such professionals are not available in India.

**REMARKS:** Internship in the fields of cinema, television, media, writing, publishing, press, photography, communication and advertising falls under Employment Visa category.

**Note:** Family members/dependents of a foreigner who is granted Employment Visa, should apply for Entry Visa ('X') co-terminus with the validity of the visa of the principal visa holder or for such shorter period as may be considered necessary by the Indian Mission.

2. To apply for Conference Visa, apply online at this link <http://indianvisaonline.gov.in>. Take a print-out of the filled-in Visa Application Form and along with documents mentioned below come to Embassy. Once completed online, the application is valid for 3 months.

### **DOCUMENTS REQUIRED:**

1. Print out of filled-in Visa Application Form. The Visa Application form should be signed in the box under the photograph on page-1 and at the end of page-2. The signatures should match with the signature printed on your passport.
2. Original passport valid for a minimum of 6 months from the date of expiry of visa.
3. A photocopy of the data page of the passport.
4. Two photographs of the size of 50mm X 50mm (2x2 inches) with white background. Photographs should be pasted on the Visa Application Form forms in the box provided on pages 1 and 2 of the online form and not stapled.
5. **ORIGINAL EMPLOYMENT CONTRACT** between the Visa Applicant and the Employer company (this document will be retained by the Embassy)
6. **Original Letter of Invitation** on the Letterhead of the Employer Company with contact details.
7. **Copy of Certificate of Incorporation** of the Employer company. In case of an NGO, Copy of Registration of the NGO is required.
8. **Original Income Tax Payment Undertaking** on company's letterhead with contact details clearly specifying as to who (employee or employer) will be responsible for payment of Income Tax payable on the salary to the Income Tax Authorities of the Government of India.
9. A signed copy of Applicant's CV.
10. Photocopies of the degrees/diplomas or professional certificates justifying the applicant's expertise in the proposed field of work along with the **ORIGINAL DOCUMENTS** duly attested by the Ministry of Foreign Affairs or Ministry of Education of the country from where the applicant obtained those degrees/diplomas. (Original documents will be returned thereafter)

### **IMPORTANT NOTE:**

Additional documents, as considered necessary may also be asked from the applicant at the time of interview by the Consular Officer.

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