

## EMPLOYMENT VISA

As on October 31th 2017

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

- i. A foreign Technicians/Experts 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 executives 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 also apply for Employment Visa 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 Employment Visa, apply for Regular Visa 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 signature printed on your passport.
2. **Original passport** valid for a minimum of 6 months from the date of application.
3. A photocopy of the data page of the passport.
4. Two photographs of the size of 50mm X 50 mm (2x2 inches) with light plain background. One photograph should be pasted on the Visa Application Form in the box provided on page 1 of the online form and not stapled. The second photograph should be handed in to the consular officer.
5. **Original and Copy of Employment Contract** between the Visa Applicant and the Employer company (copy will be retained by the Embassy). **The Contract should clearly mention the rate of remuneration which should not be less than 1.625.000 Indian Rupees per annum.**

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 the 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. For fee information kindly refer to FEE STRUCTURE within the consular section on Embassy's web site.

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