

# EMPLOYMENT VISA

Version: 01/10/2010

Generally, the Embassy of India issues a visa valid for 6 months or 1 year. It is obligatory for any visa extension or renewal of Employment visa to be requested in India at the FRO (Foreigner's Registration Office in Delhi) or the FRRO (Foreigner's Regional Registration Office). This visa permits unlimited stay during the validity of the visa but any stay exceeding 6 months requires a registration at the FRO/FRRO within 14 days of your arrival in India

Please note that dependents of a person travelling to India with an Employment visa should apply for an Entry visa.

## LIST OF DOCUMENTS REQUIRED FOR AN EMPLOYMENT VISA

- 1 Original passport valid for a minimum of 6 months (or for the validity requested, if greater) and having at least 3 blank visa pages
- 2 A photocopy of the data page of the passport
- 3 Three photographs conforming to prescribed specifications
- 4 Two visa application forms duly filled in online, signed and dated by the applicant
- 5 The original employment contract of the applicant in English (this document will be retained by the Embassy)
- 6 The « Certificate of Incorporation » of the Indian company or NGO
- 7 The applicant's CV in English
- 8 Photocopies of the diplomas or professional certificates justifying the applicant's expertise in the proposed field of work
- 9 **Case: to be employed and paid by an Indian company or the Indian branch of a multinational company; paid consultants under contract or independent consultants in a highly skilled field; paid work with an NGO; artists conducting regular performances in India; sportsmen or sportswomen under contract by an Indian club or organisation**
  - The « Employment Visa Proforma » Form filled in English (this is a 3-page document)
  - Tax undertaking written on company letterhead and in English as per the standard model « Income Tax Payment Undertaking »
  - **Additional document for IT Software and IT enabled Services companies:** the sponsor must provide a written declaration in English and on company letterhead that they are an IT/ITeS company. They must also confirm that they are an Export Oriented Unit (EOU), or a Software Technology Park of India (STPI), or an IT unit delivering services from a Special Economic Zone (SEZ) such as an IT SEZ or in an IT unit in a Multi Product SEZ
- Case: volunteer work with an NGO**
  - Proof of adequate funding: a bank guarantee letter issued by the bank, on bank letterhead paper, in the name of the applicant, testifying their ability to meet expenses of a minimum of 500 € per month for the duration of the stay.
- Case: going on an internship in an NGO; going on an internship in a company involved in the following fields of activity: cinema, television, media, writing, publishing, press, photography, communication, advertising...**
  - The work contract document would be replaced by all the additional documents as per the Student Visa checklist
- 10 **Additional documents: for foreign passport holders**
  - It is mandatory to have been permanently resident in France for a minimum of 2 years. Documents justifying the same must be in the applicant's name: a valid resident card mentioning a date of arrival in France more than 2 years ago or 2 electricity, gas or landline telephone bills (one current and one previously issued 2 years ago) or 2 bank statements (one current and one previously issued 2 years ago) or 2 income tax papers (avis d'imposition) or 2 house tax papers (taxe foncière). No other document will be accepted.
  - Reference Form as per your current or previous nationality
  - additional documents as per your current or previous nationality, as applicable
- Additional documents: for applicants having previously worked in India**
  - The Indian Income Tax Return Form covering the previous employment of the applicant
- Additional documents: for Employment Visa renewals within the same company**
  - It is **mandatory** for Employment Visas to be renewed in India. If this has not been the case, please provide a covering letter explaining in detail the reasons why the renewal was impossible in India and attached relevant documentary evidence.
- Additional documents: for Journalists**
  - Undertaking from your employer assuming full responsibility for your activity in the course of your work in India and accepting to repatriate you if required
- Additional documents: for pilots and maintenance engineers having to operate aircrafts**
  - Security Clearance issued by the Directorate General of Civil Aviation (DGCA) in India
- Additional documents: pour applications submitted by post**
  - Checklist for postal applications
- 11 The service fees, additional consular charges and the visa fees

I hereby certify that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**CENTRE DE DEMANDE DE VISA POUR L'INDE**

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