

# EMPLOYMENT VISA

Version: 30/05/2012

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 Two photographs conforming to Indian Government norms (detailed specifications can be found on our website) 
  - Photos should be glued to the form: the first on page 1 in the box provided and the second on the bottom right hand corner of page 2
  - **Please note photographs available in photo booths in France are not compatible with Indian norms**
  - Photo booths complying to the Indian norms are available in our Paris and Marseille offices
- 4 An Indian Government visa application form duly filled in online 
  - Your form should be signed in the box under the photograph on page 1. This signature will be scanned and should match the signature on your passport.
  - You should validate the data on your form and accept the declaration on page 2 by signing at the bottom of page 2.
- 5 The original employment contract of the applicant in English (this document will be retained by the Embassy) 
  - The contract should show a minimum salary of \$ 25 000 or 18 000 € or INR 11.25 Lakh per annum
  - Minimum benchmark for salary is exempt in the following cases: ethnic cooks, French language teachers, diplomatic mission employees
- 6 The « Certificate of Incorporation » of the Indian company or NGO
- 7 The « Employment Visa Proforma » Form filled in English (this is a 3-page document)
- 8 Undertaking written on company letterhead and in English as per the standard model « Income Tax Payment Undertaking »
- 9 The applicant's CV in English
- 10 Photocopies of the diplomas or professional certificates justifying the applicant's expertise in the proposed field of work
- 11 **Additional documents: 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; artists conducting regular performances in India; sportsmen or sportswomen under contract by an Indian club or organisation** 
  - No additional document
- Additional documents: for foreign passport holders** 
  - Documents in the name of the applicant justifying a resident status in France since more than 24 months: 2 electricity, gas or landline telephone bills (one current and one issued 24 months ago) or 3 latest income tax papers (avis d'imposition) or 3 latest house tax papers (taxe foncière). No other document will be accepted.
  - A photocopy of the French resident permit, both sides required (if available)
  - 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 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.
  - Profile mentioning the activity of the NGO
- 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: for IT Software and IT enabled Services companies** 
  - The company 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
- Additional documents: pour applications submitted by post** 
  - Checklist for postal applications
- 12 The service fees, additional consular charges, the ICWF fee 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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