

EMPLOYMENT VISA

Version: 18/12/2014

THE FOLLOWING PERSONS ARE NOT ELIGIBLE FOR EMPLOYMENT VISAS:

- Non-French passport holders who have not been resident in France for more than 24 months (proof required)
- Minors

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 (of which 2 must be side by side)**
- 2 **A photocopy of the data page of the passport**
- 3 **Two photographs conforming to Indian Government norms as per specifications mentioned on our website**
 - Please note photographs available in photo booths in France are not compatible with Indian norms
 - 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
 - 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
 - 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 Registration Certificate of 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 » in original**
- 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 mentioned below as per your case N.B. if your case is not listed below please contact VFS for more information**

LIST OF ADDITIONAL DOCUMENTS

If the applicant is holding a non-French passport or having dual nationality

- Reference Form as per your current nationality
- Photocopies of documentary proof of resident status: 2 electricity, gas or landline telephone bills/internet (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) carte de séjour, valid visa. If you are unable to provide these documents or have been resident in France for less than 24 months you are not eligible to apply for an Employment visa from France
- A photocopy of the French resident permit, both sides required (if available)
- Additional documents as per your current or previous nationality, as applicable A photocopy of the French resident permit, both sides required (if available)

If the applicant has previously worked in India

- The Indian Income Tax Return Form covering the previous employment of the applicant

If the applicant is renewing their Employment visa for working in 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 (in English) explaining in detail the reasons why the renewal was impossible in India and

attached relevant documentary evidence.

- The Indian Income Tax Return Form covering the previous employment of the applicant

If the applicant is going to work or volunteer in 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

If the applicant is a journalist

- 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

If the applicant is a pilot going to work for an Indian company

- Clearance or acceptance letter issued by the Directorate General of Civil Aviation (DGCA) in India

If the applicant is going to work for an IT Software and IT enabled Services company

- 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

If the applicant is of Indian origin (born Indian) and has held an Indian passport in the past (one of below document to be provided)

- A copy of their "Surrender Certificate" (if you do not have this you may refer to our website for details)
- A copy of their cancelled Indian passport
- A "Sworn Affidavit" which can be obtained at the Embassy of India

If the applicant is of Indian origin (born in India) and was granted a nationality other than Indian by birth (one of the below documents must be provided)

- A copy of their first passport (provided that it was delivered in India)
- A copy of their "Nationality Certificate" specifying that they have obtained their current nationality by filiation/birth. This certificate must specify an address of residency in India
- A "Sworn Affidavit" which can be obtained at the Embassy of India

If the applicant is holding a French or non-French passport being of Pakistani origin

- Reference Form as per your origin
- Additional documents as per your origin, as applicable

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: _____