

EMPLOYMENT VISA

Version: 18/12/2023

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 2 blank visa pages**
- 2 **Two photographs conforming to Indian Government norms as per specifications mentioned on our website (5 cm * 5 cm)**
 - A Photo service complying with the Indian norms are available in our offices. (It is advised to take photos of newborn /minor applicant from a professional photo service. Please carry enough COINS for photo/photocopy services. Details of charges: <https://services.vfsglobal.com/nld/en/ind/additional-services>).
- 3 **An Indian Government visa application form duly filled in online and signed on pages 1 and 2 (<https://indianvisaonline.gov.in/visa/>)**
- 4 **Declaration form : to be filled by all applicants submitting any application**
- 5 **Additional documents mentioned below as per your case**
- 6 **Letter on employer's letterhead indicating nature of job, salary structure, duration of contract and exact location of work with a date**
- 7 **A copy of the employment contract of the applicant in English signed by both parties (this document will be retained by the Embassy)**
 - The contract should show a minimum salary of \$ 25 000 per annum
 - Minimum benchmark for salary is exempt in the following cases: ethnic cooks, French language teachers, diplomatic mission employees
 - Minimum benchmark for salary is reduced in the following cases:
 - In case of foreign nationals being engaged by IITs, National Institutes of Technology (NITs) and central Universities for post of Assistant Professor and above for teaching faculty (not for Research positions or in specific areas determined by government from time to time), the limit of USD 25000/- per annum is reduced to USD 14000/- per annum only.
 - Foreigners going to honorary work with NGOs registered in India. Such foreigners can draw honorarium only up to Rs. 10000/- (ten thousand only) per month
- 8 **Certificate of Incorporation of the Indian company or Registration Certificate of NGO**
- 9 **Undertaking written on company letterhead and in English to pay taxes applicable in India (this may either be part of the contract or indicated**
- 10 **The applicant's CV in English**
- 11 **Documentary proof of educational qualification and expertise in the form of diploma attested by the Ministry of Foreign affairs or Apostilled by court (any latest/higher degree diploma justifying the applicant's expertise in the proposed field of work)**
- 12 **Additional documents mentioned below as per your case**

LIST OF ADDITIONAL DOCUMENTS

If the applicant has previously held Indian nationality (one of the below documents)

- A copy of their "Surrender Certificate" (if you do not have this you may refer to our website for details)
- A copy of their "Renunciation Certificate" (if you do not have this you may refer to our website for details)
- A copy of their "Deemed Surrender Certificate" (if you do not have this you may refer to our website for details)
- Declaration of the status of the Indian passport and Uittreksel showing the date of obtaining foreign nationality

If the applicant is not holding a Dutch passport

- Recent Uittreksel from the gemeente or residence proof in the Netherlands including date of registration in the Netherlands
- Residence card showing the date of registration in the Netherlands
- In case the applicant has been resident in the Netherlands for more than 2 years the Telex Form is required (see Download Form section on our website)

If the applicant is having dual nationality

- Declaration of holding a second passport
- A copy of the second passport

- In case there is a valid Indian visa in the second passport both passports must be submitted in order to cancel the existing visa.

If the applicant is currently unemployed

- No KVK required – applicant must provide and explanatory letter

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
- Copy of Pilot license

If the applicant is going for an internship or voluntary work in a non-profit organization

- Covering letter from applicant with complete summary explaining the purpose of visit
- Invitation letter from Indian organization with their certificate of registration

If the applicant is going for an internship in a non-profit organization individually such letter is not required. A self-explanatory letter with a proof of financial standing is sufficient.

If the applicant is accompanying a spouse/parent holding an Employment Visa

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- Copy of the passport and visa of spouse or parent (extension of stay if relevant)
 - In case inviting member is taking care of finances then declaration from the member
 - Marriage certificate in case of accompanying spouse and birth certificate for accompanying parent.
- PS: If Marriage/Birth Certificate is issued by Any foreign country except India, the certificate needs to be Legalised/Apostilled by the concerned issuing authority to be accepted by Embassy of India, The Netherlands.

- **IMPORTANT:** If the applicant is accompanying a spouse or parent holding a Business or Employment visa, the primary visa should be issued first prior to apply dependant visa.

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: _____