

Employment Visa - HCI, ABUJA

For Employment in India

Sl. No.	Documents
1.	The original Employment Contract of the applicant with the Indian company. Note: - The foreign national being sponsored for an employment visa in any sector should draw a gross salary in excess of Rs. 16.25 lakhs per annum.
2.	Introduction letter from Indian company for facilitation of visa from official email of the company/organisation.
3.	Justification letter by the Indian company for employing the foreigner.
4.	Pan Card of the Indian Company/Organisation.
5.	Aadhaar Card or any Government ID of the Owner / Representative of the Indian Company/Organisation.
6.	Income Tax Payment Undertaking on Indian company /organisation letterhead with contact details.
7.	Certificate of Incorporation of the Indian company / organisation
8.	The Employment Visa Proforma (3 Page Document)
9.	CV of the Applicant
10.	Photocopies of the diplomas or professional certificates justifying the applicant's expertise in the proposed field of work along with the originals duly attested by the Ministry of Foreign Affairs or Ministry of Education.
11.	NOC / Release letter from the previous employer
12.	Any other documents relevant to the application

All the relevant documents should be sent to the official e-mail of the High Commission at cons.abuja@mea.gov.in and cons1.abuja@mea.gov.in.

Note: -

Proof of mail sent to be attached along with the application.

Employment is granted for highly skilled and/or qualified professional, who is being engaged or appointed by a company/ organization/ industry/ undertaking in India on contract or employment basis.

In cases where the foreigner is paid salary/ remuneration outside India, he/ she should apply for a Business Visa.

The documents mentioned above are only for guidance and not to be taken as absolute. The Interviewer may ask for any other relevant document as deemed fit during the interview.

Employment Visa Proforma 1

To be filled in English and in capital letters

- 1 Name of visa applicant: _____
- 2 Passport number: _____
- 3 Nationality: _____
- 4 Name of company / organisation with which applicant is to work for in India: _____
- 5 Address of the company / corporate group in India: _____
- 6 Whether the organisation has a parent / group company in Nigeria, if yes name & address: _____
- 7 Total annual salary to be paid to the employee in dollars and rupees: _____
- 8 Whether salary is to be paid in Nigeria or in India: NIGERIA / INDIA
- 9 If salary is being paid in Nigeria and in India, please mention:
9.1: part-annual salary being paid in Nigeria in Dollars / Naira: _____
9.2: part-annual salary being paid in India in rupees: _____
- 10 If salary is to be paid in Nigeria either in part or in full, then please furnish an undertaking from the company employing applicant as per the standard model
« Income Tax Undertaking ».
- 11 Have you ever worked or been employed in India earlier? If yes, then please mention the period & place of employment: _____
- 12 Details of any Business / Employment visa granted earlier to the visa applicant and copy of Income Tax Return if continuous stay exceeded ten months in India: _____
- 13 Date: _____
- 14 Signature: _____

Employment Visa Proforma 2

To be filled in English and in capital letters

1 Name of visa applicant:

2 Date of birth:

3 Educational qualification (school, college, university):

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4 Technical or professional qualification (engineering, medical, management, etc.):

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5 Specific details of the skills (ex: mechanical engineer, chemical engineer, electrical engineer, management degree...):

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6 Exact job description that the applicant will perform in India:

7 Length of on-the-job experience:

8 Date:

9 Signature:

Employment Visa Proforma 3

To be filled in English and in capital letters

- 1 Name of visa applicant: _____
- 2 Name of the company: _____
- 3 Place of work / address where applicant would work in India: _____
- 4 Total annual salary to be paid to the employee in dollars and rupees: _____
- 5 PAN card number, if available: _____
- 6 Period of proposed / actual employment in India (months / years) _____
- 7 Total tax payable / paid with respect to current / past employment _____
- 8 I understand that I am responsible for declaring my total income to the Income Tax authorities and the tax liability is to be assessed on my salary paid in India and salary paid abroad. I will endeavour to get my Visa renewed in India with FRRO authorities.
FRO (Foreigner's Registration Office à Delhi) or FRRO (Foreigner's Regional Registration Office).
- 9 Date: _____
- 10 Signature: _____