



Looking for work in *India*

Looking for work in another country requires more than just the obvious CV translation. You will be confronted with issues that probably didn't even cross your mind when you decided to go for an international career, but don't underestimate the big impact they can have on the outcome of your adventure! Think for example about the different rules and habits regarding immigration, job application procedures, the selection procedures and the management culture.

Expertise in Labour Mobility has prepared practical factsheets to support you in your job hunting abroad. A thorough preparation will give you a head start in the country of your choice. Here is some info on India:

Work permits in India

- To work in India, you must have an employment visa. To obtain one, your employer has to send a letter providing information about your qualification to the home ministry in India.
- If your spouse wishes to work in India as well, he/she has to apply for an employment visa independently.
- You need an employment visa to open a bank account in India.

The application procedure in India

- Your first interview may be the introduction to a series of interviews with senior personnel.
- Always bring copies of documents, like educational degrees and visa documents, to the interview.

Writing a CV in India

- The key focus of your CV should be to persuade the employer to invite you for an interview. Therefore, your CV is a marketing tool, which should be adapted to the market in which you intend to use it.
- The Indian CV should be arranged in chronological order.
- Personal information, educational background and employment history should be included in the CV.
- Always include an application letter with your CV, but never attach other documents, like diplomas or testimonials.

The application letter in India

- The letter itself should be very brief and written in a very polite and formal style.
- It is no problem to write in English, although some knowledge of the Indian language is expected for most positions.
- Include a line at the top of your letter explaining the subject of the letter.
- Finish your letter formally with a sentence that shows that you are willing to come to an interview.

Do's

- Look interested – ask questions.
- Ask for clarification if you don't understand the question you have been asked.
- Pay attention to a formal appearance in India.
- Be able to provide examples to illustrate your achievements.

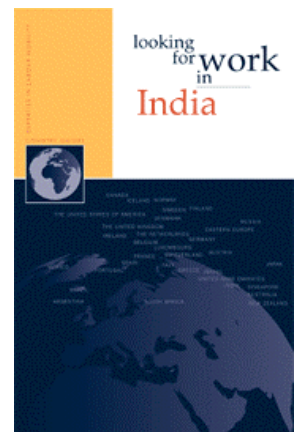
Don'ts

- Be surprised that punctuality is not an issue in India - delays are accepted to a great extent.
- Sit until invited in an Indian application interview.
- Criticise former employers.
- Go over the top – stay calm and stick to the facts.

Management culture in India

- The Indian culture is characterised by a strong need for hierarchy. Every role is connected to certain responsibilities.
- Indian people work for their manager rather than for the company – it is not unheard of for employees to leave the organisation if their boss is leaving.
- Meetings are generally unstructured and a lot of time is spent on networking and personal conversations.
- The traditional way of greeting someone is the 'namaste' – both hands are joined together and the head is inclined forward.

This information is based on the *Looking for work in India* guide (ISBN 90-5896-0293), written by Expertise in Labour Mobility. This one-pager is one step to making your international career aspirations become reality. The full Looking for work in India guide tells you everything you need to know. If you want to order or more information about our services, have a look at www.labourmobility.com.



Good luck with your application in India!