



श्रम एवं रोजगार मंत्रालय  
GOVERNMENT OF INDIA  
**MINISTRY OF LABOUR &  
EMPLOYMENT**  
Directorate General of Employment (DGE)



# Building Global Career Opportunities





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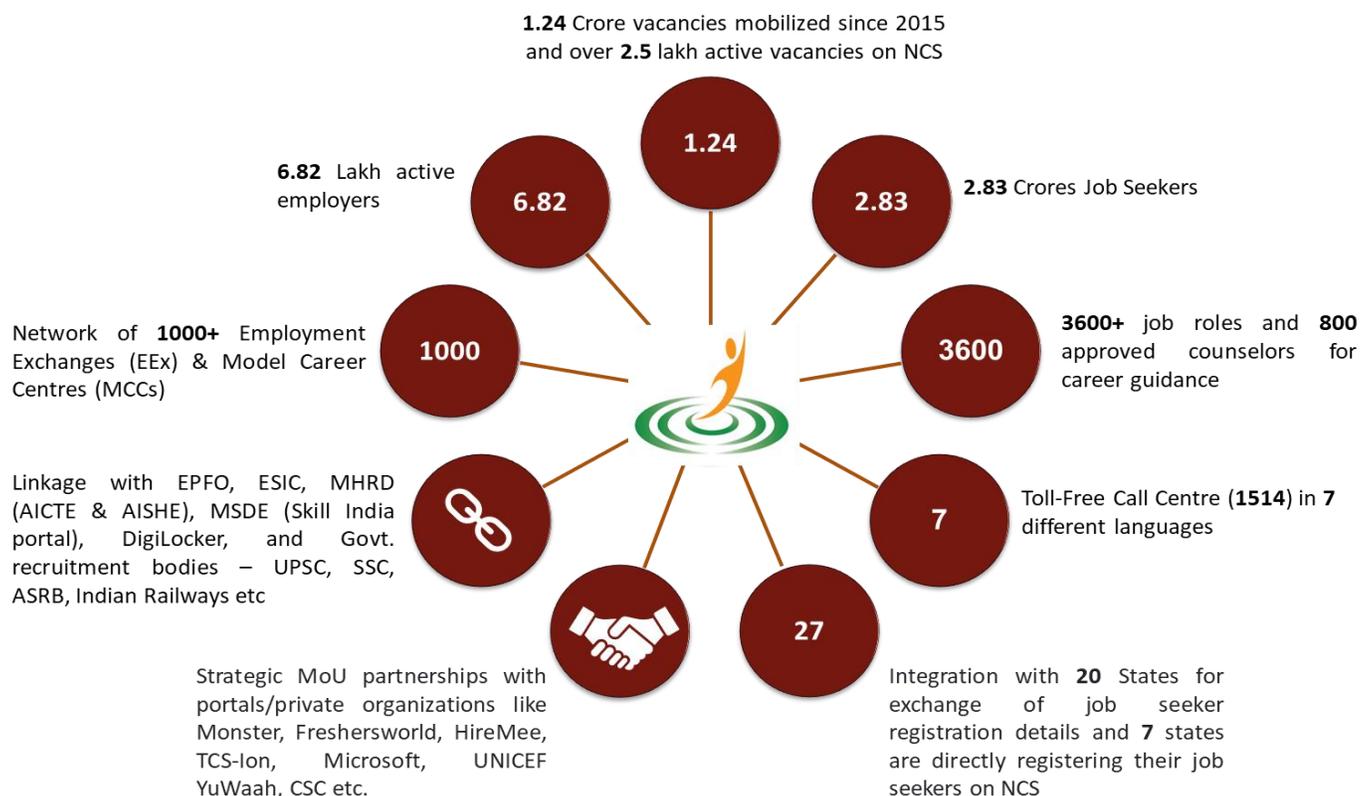
# 1. INTRODUCTION

National Career Service Portal ([www.ncs.gov.in](http://www.ncs.gov.in)) was launched by Hon'ble Prime Minister on 20th July 2015 as a Mission Mode Project under the National e-Governance Plan (NeGP)-December'2013. NCS was launched with a vision to build a system/portal which shall act as a common, centralized platform that can provide a better range of services to improve employment and to make Job Seekers employable by providing the following services:

- Vacancies for Job Seekers and a platform to post vacancies for the employers
- Skill development and training modules for Job Seekers

NCS acts as a one-stop solution for career-related services including jobs from the private and government sector, information on online and offline job fairs, skill/training programs, etc. The main objectives of the NCS project are as follows:

- a) Enhancing career and employment opportunities
- b) Counselling and guidance for career development
- c) Enhancing the quality of the workforce
- d) Focusing on inclusive growth initiatives
- e) Empowering youth through digital skills



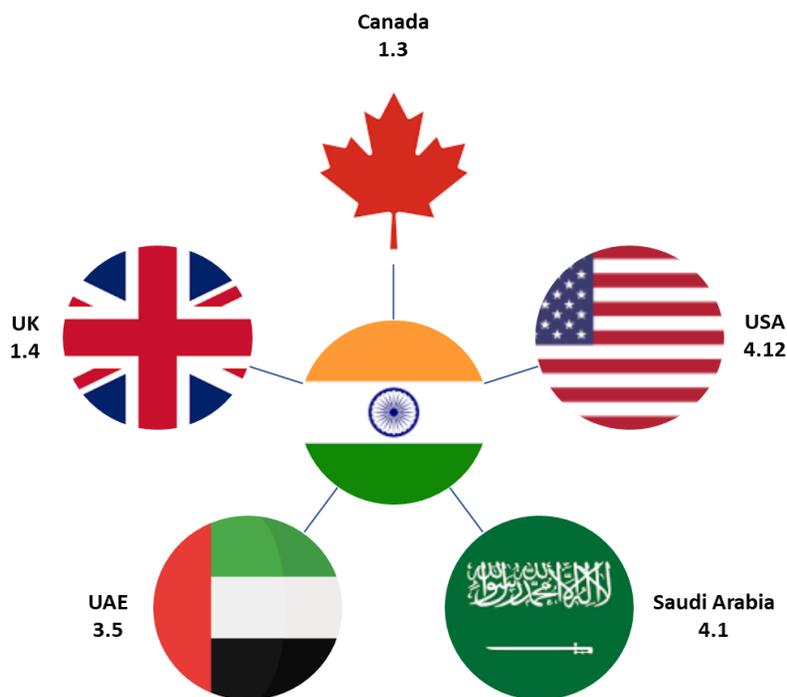
Figures as of 7<sup>th</sup> January 2023



NCS platform provides free-of-cost services for domestic job search, skill development, and international jobs for candidates who are looking to work abroad. The specifically curated international jobs module helps a candidate search for vacancies globally based on occupation, region, and country, wherein each country is mapped with its respective region. International vacancies are posted by Ministry of External Affairs (MEA) approved Recruitment Agencies (RA) on NCS, helping millions of Job-Seekers find their dream job. As of 07<sup>th</sup> January 2023, there are over 400 RA which are registered on NCS.

## 2. WHY INTERNATIONAL JOBS?

International jobs are much sought by candidates for various reasons viz. travel opportunities, skill development, global networking opportunities, the opportunity to work in a different culture, better pay band, and profile enhancement. As per the U.N Department of Economic and Social Affairs (DESA), International Migrant Stock 2019 [report](#), India was the leading contributor of international migrants with 17.5 million Indians settled in different parts of the world. The Indian diaspora is spread across all parts of the world.



*Top 5 Countries with Maximum number of Indians (Figures in millions)*



Countries with fast-growing economies such as Canada have a ‘skills gap’ where there are not enough native workers with the requisite skills. Even though these countries can afford to hire talent from other countries, there is a marked preference for Indians. This is because the Indian education system produces talent that meets not only the indigenous demands but also the demands of the global businesses.

Indian graduates from top institutes are usually fluent in the language, which is the international language of business. In fact, even businesses in India use English as their language of communication. The proficiency of Indians in English gives them an edge over professionals from other countries. Companies in the West prefer to hire Indians for this, all other things being equal. The relationship between Indian workers and businesses abroad is mutually beneficial. Abroad companies rely on Indian talent because there is a shortage of skills in their country while the Indian workers gain access to a better quality of life, work, and global opportunities.

Millions of Indians also migrate and move abroad to undertake blue-collared jobs like drivers, cooks, peons, carpenters, plumbers etc. for better salaries and global opportunities. Countries of the gulf have been the primary destination for Indians who wish to undertake the blue collared jobs. To safeguard the rights of our people, the Indian government has also made its efforts, one such example is the 2014 launch of the online platform, [eMigrate](#) for the registration of foreign employers seeking Indian labor.

The eMigrate does a service to women migrating under the Emigration Clearance Required (ECR) stamp on their passports. This stamp dates to the Emigration Act of 1983, which says that individuals who have not passed the tenth grade and wish to migrate to a list of 18 countries (including the Gulf states) are required to have prior clearance from the Protector of Emigrants. Currently, eMigrate does not permit Indian women under age 30 within the ECR category to migrate at all. This equates to a migration ban on women in this category to the 18 listed countries — a move that has repeatedly been cautioned against by the International Labour Organisation (ILO).

The Government, aware of the predicament of blue-collar workers in the Gulf, has signed Memoranda of Understanding (MOUs) with some Gulf countries to protect the rights of nurses and female domestic workers — two groups who have faced recurrent exploitation.

The eMigrate platform comes with another trimming: the specification of a minimum wage, or what it terms a “referral wage” in each migrant destination country. Given the consistent undervaluing of migrant labour overseas, the government is wholly correct in its belief that a referral wage is important and necessary for workers’ economic empowerment.



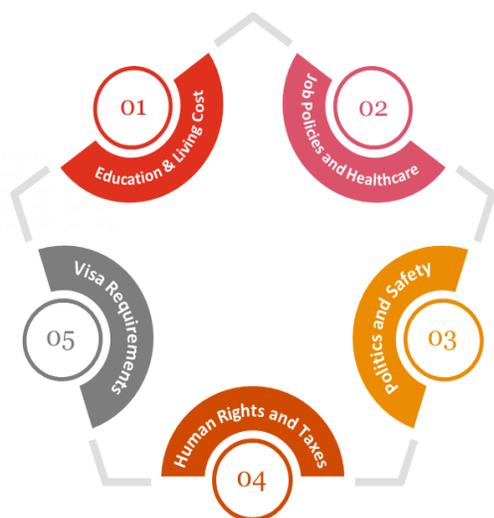
To help NCS users in finding an international Job of their choice, international vacancies are posted by Ministry of External Affairs (MEA) approved Recruitment Agencies (RA) on NCS, helping millions of Job-Seekers find their dream job. As of 07th January 2023, there are over 400 RA which are registered on NCS.

Recruiting Agents (RAs) are MEA (emigrate portal) registered placement agencies who go through the basic due diligence by MEA, including financial submissions, and are authorized by MEA to recruit and send Indians for jobs in foreign countries. As on date there are around 1800 plus RAs which are registered with MEA. Among them around 400 plus have requested registration over NCS portal. The list of such RA can be accessed through following [link](#)

### 3. PRE-REQUISITES FOR WORKING OVERSEAS

#### 3.1 WEIGH THE COUNTRY'S PROS AND CONS

Choosing to move to a foreign country is an excellent way to propel your career forward. However, making decisions to choose a country for work is not as easy as it appears to be as the decision revolves around many facets viz. culture, living costs, healthcare, political stability, etc., and hence it becomes essential to weigh around pros and cons of the shortlisted countries to be considered as your next work location.



- 01 Education and Living Costs**
  - Can you afford common necessities, such as rent, food, and utilities?
  - If you have kids, are they going to receive a good education in the country to which you move?
- 02 Job Policies and Healthcare System**
  - How favorable are the policies for workers?
  - How are medical facilities in that country?
- 03 Politics and Safety**
  - Whether the country is safe and politically stable?
- 04 Human Rights and Taxes**
  - What standard measures are followed in terms of human rights and equality?
  - Are you entitled or not to pay taxes?
- 05 Visa Requirements**
  - What sort of visa do you need? Who wants you, the employer, or you to apply for a visa?

*Factors driving selection of a country to work*



Parameters like Culture, religion, human rights, and taxes are very essential to be understood while moving to a different country for work. For e.g., Country like UAE doesn't levy income tax on individuals. However, it levies a corporate tax on oil companies and foreign banks. Excise tax is levied on specific goods which are typically harmful to human health or the environment. Value Added Tax is levied on most goods and services.

## **3.2 BUILD YOUR PROFILE AND QUALIFICATION FOR WORKING OVERSEAS**

International careers don't just happen, they are carefully planned and built up over a period. Working abroad is an immensely rewarding experience. Learning a new language, overcoming different challenges, and understanding the world from a fresh perspective are all invaluable assets in today's global economy. Starting from choosing a location to work, and finally getting an offer to work there are a lot of considerations that a Job Seeker should be careful of to accomplish ambitions of working overseas.

### **3.2.1 Localize the CV or resume**

For writing a CV or resume, each country may have different rules. Job seekers need to keep a check on grammar rules when writing their resume, apart from the vocabulary conflicts that may arise. One may need to translate your resume into the country's language, depending on the laws or the language.

### **3.2.2 Learn Basic IT and Computers**

These days technology is not only limited to technocrats, but it is basic eligibility for most kinds of jobs and a way of life. Job Seekers who aspire to work overseas should have a basic understanding of computers, the internet, and communication basics like e-mail. The level of one's excellence may level up as per one's profession, but a basic understanding is a must.

### **3.2.3 Learn Language Skills and Build Cultural Intelligence**

As the world of work globalizes, multilingualism and cultural intelligence is becoming more popular as:

- Having the drive and interest to work in cross-cultural environments
- Knowledge of cultural similarities and differences



- Having a strategy to help monitor, analyze, and adjust plans in unfamiliar cultural settings
- Having the ability to act by choosing the right verbal and nonverbal behaviors, depending on the context

English continues to dominate as a business language across the world, so it is very necessary to have a working proficiency in English and if one's choice of country to work has any other primary language, then gaining a basic understanding of that language becomes critical. This helps one in climatizing the work environment and connecting with the workforce/ peers. Also, adaptability to different communication styles or socialization norms is perhaps as much or more important than simply learning the native language.

### **3.2.4 Build Business Skills and Soft Skills**

Many soft skills are tied to individuals' personalities rather than any formal training and are thus considered more difficult to develop than hard skills. Employers, however, these days are focused to gauge the skills of individuals beyond the technical or other hard skills. Employees are assessed on their knowledge of the business and geographies, communication and writing skills, and leadership and management skills.

#### **1.) Economic and geographic knowledge of the world**

Gain a solid knowledge of the political and social forces shaping the world. Start by regularly reading news magazines and business newspapers.

#### **2.) Writing and analytical skills**

Demonstrate skills outside of coursework by participating in a research project, writing a brochure, publishing an article in a magazine, or writing for a website.

#### **3.) Business skills**

The most sought-after employees are those with multidisciplinary backgrounds, especially business backgrounds that include strong people skills. Employers seek scientists who can understand market research, engineers who can manage research teams and help commercialize products, and political scientists who can work in trade promotion. There is a need to assess the business aspect of almost every field, such as strategic planning, financial management, and systems analysis.



#### 4.) Other management skills

These include project management, accounting, training, research, report writing, and evaluation.

#### 5.) Organizing, people, and leadership skills

Demonstrate these through work and volunteer experience, preferably with an international group, organizing an event, or as an executive member of a committee.

#### 6.) Coping and adapting abilities.

Demonstrate these with examples of how you coped when living away from your support structure of family and friends.

### 3.2.5 Take Language Proficiency Tests

The first step for non-native English speakers planning to work, migrate or study abroad is taking an English language proficiency test. Popular options include the International English Language Testing Systems (IELTS), the Test of English as a Foreign Language (TOEFL), and the Pearson Test of English (PTE).

**IELTS:** One of the most preferred English Proficiency tests, there are two types of IELTS tests - IELTS General and IELTS Academic. While both tests evaluate one's grasp of English, IELTS General is more suited for candidates going abroad for work, and IELTS Academic is for prospective students.

The Listening, Reading, and Writing sections are completed on the same day, with no breaks in between them. The Speaking section, however, can be completed up to a week before or after the other tests.

More details about IELTS can be accessed on the [IELTS Website](#)



- ✓ International English Language Testing System (IELTS)
- ✓ Administered by British Council, UK
- ✓ General and Academic mode
- ✓ Designed to help you work, study or migrate to a country where English is the native language.
- ✓ Countries included: Australia, Canada, New Zealand, the UK, and the USA, etc.



**TOEFL:** Offered by Educational Testing Service (ETS), the TOEFL is usually recommended for students applying to universities in the USA, Canada, France, and Germany.



Test of English as a Foreign Language is a standardized test to measure the English language ability of non-native speakers wishing to enroll in English-speaking universities. The test is accepted by more than 11,000 universities and other institutions in over 190 countries and territories.

- ✓ Test of English as a Foreign Language (TOEFL)
- ✓ Administered by Educational Testing Service (ETS), USA
- ✓ TOEFL IBT and TOEFL ITP mode
- ✓ Designed to help you work, study or migrate to a country where English is the native language.
- ✓ Countries included: USA, UK, Australia, New Zealand, France, Germany, and Canada etc.

More details about TOEFL can be accessed on the [ETS TOEFL Website](#)

**PTE:** Pearson Test of English or PTE, makes use of AI to evaluate answers to achieve impartial results. PTE is designed to help candidates study in 3000+



institutions globally or migrate to a country where English is the native language. It is taken by candidates to study or work in countries like the USA, the UK, Australia, and New Zealand among others. PTE is accepted for visa applications to Australia, New Zealand, and the UK. More details about the PTE can be accessed on the [Website](#)

### 3.2.6 Search for a degree or a course to improve chances of employability

Depending on the education, skills, and work experience, the new home country might ask for an additional (language) diploma, degree, or certificate. Studying abroad is one of the best ways to acquire global skills and access personal and professional opportunities. Students studying abroad develop a well-informed mindset and wider perspective toward other cultures and people. Students or working professionals can pick from an array of courses available globally for building their skills and be competent in finding a job overseas. These courses often come with merit bases scholarship programs with an option to work part-time to meet the ongoing expenses. USA, UK, Germany, France, Australia, and New Zealand hosts one of the finest colleges and IVY leagues of the world. Candidates looking to enhance their skills by studying overseas can apply to universities based on the scores attained by taking exams like [SAT](#), [GRE](#), and [GMAT](#).



- Scholastic Admission Test (SAT) is administered by College Board, USA
- Most popular for gaining admissions to various universities in USA & Canada.
- Usually conducted 6-7 times a year
- **Sections Include:** Critical Skills, Reasoning, Writing
- **Score Range:** 400-1600 points



- Administered by ETS, USA
- Valid for taking admissions in universities in the USA, UK, Canada, Australia, etc.
- Conducted multiple times in a year
- **Sections Include:** Verbal Reasoning, Quantitative Reasoning, Analytical Writing,
- **Score Range:** Multiple Methods

### PROMINENT EXAMS



- Graduate Management Aptitude Test (GMAT) is administered by (ETS), USA
- Standardized assessments are taken for gaining admission to business schools
- Conducted multiple times a year
- **Sections Include:** Verbal Reasoning, Quantitative Reasoning, Integrated Reasoning, and Analytical Writing Skills
- **Score Range:** 200-800 points



- ACT (American College Testing),
- ATAR- Australian Tertiary Admission Rank,
- LSAT- Law School Admission Test, etc.

*. Prominent Exams for Admissions to foreign Universities*

## 3.3 FIX YOUR DOCUMENTATION FOR WORKING OVERSEAS

Anyone applying for a job abroad must comply with the rules and regulations of where employment is being sought. Every country has its own set of rules and regulations for foreign workers, but almost all require a set of documents for processing the work visa or work permit.

The process is similar to applying for a job in one's home country, where documents verifying a candidate's credentials are submitted along with the job application. If one intends to apply for employment in a foreign country, one would need to submit the documents mentioned below, along with the application, to obtain a work visa/work permit. Countries have different work visas, but most expect that individuals have a job offer before applying for a visa.

### 3.3.1 Educational Credentials, Transcripts, and Credential Evaluation Report

Educational documents are essential for all job openings abroad. Some countries may also ask for transcripts of your university years. These are readily obtainable from the university. Many countries also require an educational credential evaluation report to acquaint with the education system in the applicant's home country.

A work permit or visa will not be granted if the candidate fails to provide their educational documents. These documents must be attested for authentication to prove



that the applicant is qualified for the position and that no fraudulent activity is taking place. There are cases of people entering countries on fake documents and fake job offers. These checks weed out fraudulent applicants.

### **3.3.2 Background Check**

Overseas companies may also seek a background check. And for this, they engage the services of a private agency. The agency discreetly carries out the background check and submits its report.

### **3.3.3 Work Experience**

Work experience certificate from previous employers makes an excellent addition to the application. It's an important document required for applying for jobs abroad. It lists the responsibilities and positions held and jobs completed while illustrating skill, competence, and dedication. Thereby bettering the prospects of receiving an overseas job offer. Employers prefer individuals with work experience since they understand the responsibilities and job ethics and do not require lengthy training sessions.

### **3.3.4 Curriculum Vitae (CV)**

Candidates must update their CVs, and include their education, jobs, internships, and any remarkable feat that they have achieved. A CV should summarize professional and educational qualifications allowing prospective employers to gauge the applicant's caliber.

### **3.3.5 Valid Passport**

A passport is an official travel document issued by a government that contains a person's identity. A person with a passport can travel to and from foreign countries more easily and access consular assistance. A passport certifies the personal identity and nationality of its holder. It is typical for passports to contain the full name, photograph, place, date of birth, signature, and expiration date of the passport. Beyond travel, passports have the following benefits:

- It's a formal government-issued ID
- Easy proof of citizenship





- It's the prerequisite for visas
- More work opportunities
- You can study abroad!
- You can track your travels

Citizens of India can apply for a passport by clicking the following [link](#) and following the below-mentioned steps for the Online Form Submission (Applicants Presently Living in India):

**Step 1:** Register through the Passport Seva Online Portal. (Click on the "**Register Now**" link on the Home Page).

**Step 2:** Log in to the Passport Seva Online Portal with the Login ID created in Step 1.

**Step 3:** Click the "**Apply for Background Verification for GEP**" link.

**Step 4:** Fill in the required details in the form and submit.

**Step 5:** Click the "**Pay and Schedule Appointment**" link on the "View Saved/Submitted Applications" screen to schedule an appointment.

**Online Payment** has been made mandatory for booking appointments at all PSK/POPSK/PO.

Online Payment can be made using any one of the following modes:

- Credit/Debit Card (MasterCard and Visa)
- Internet Banking (State Bank of India (SBI) and Other Banks)
- UPI Payment

**Step 6:** Click the "**Print Application Receipt**" link to print the application receipt containing the Application Reference Number (ARN)/Appointment Number.

**Note:** Carrying a printout of the Application Receipt is no longer required. An SMS with your appointment details is also accepted as proof of appointment during your visit to Passport Office.

**Step 7:** Visit the Passport Seva Kendra (PSK)/ Regional Passport Office (RPO) where an appointment has been booked, along with original documents.



### **3.3.6 Apply for a Visa**

No matter how much you plan and organize, your dream of working abroad will ultimately hinge on a visa or work permit. Therefore, finding out what papers you'll need to be able to legally work in another country – and what one needs to do to get these papers – will be the first step. Make sure to factor in that obtaining a visa or permit could take some time and money. One also needs to know how long you can stay with said documents – are they connected to employment, or can you stay there for a certain amount of time, no matter what?

## **3.4 GET HIRED BEFORE YOU GO AND RESEARCH COST OF LIVING VS. SALARY**

Working abroad is not only a great experience, but it can also launch an international career and open doors for new opportunities around the world. However, it becomes very important to find a job before reaching a country because the cost involved in travel, lodging, and other activities are usually high, and spending your hard-earned rupee overseas may not be a great choice. Job Search can be tiresome and time-consuming, and reaching a destination country without a job in hand can incur high costs, so it is better to search for a job and agree on terms with the employer before landing a country.

Along with finding a job, it is also important to research and understand the cost of living vs. salary. One might not know exactly how much money one will make each month, but one needs to know the industry average and how it compares to the cost of living. A handful of research while in India about the destination countries is a smart move because it will give an individual a fair perspective of the cost of living and expenses involved, which in turn will help during salary negotiation with the employer.

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