

# Starting your career in **India** Country Guide for International Students



**You chose to study in the United Kingdom. You are beginning to think about what your options are after graduation. Building on an excellent international education you are returning to your home country, India. You stand at the beginning of an exciting career, but what are the steps you need to take in order to find a suitable job, and where do you find the information you need?**

**This careers profile provides you with practical advice about returning to work in India to help you make a successful start in your career in the Indian labour market. Included are key facts about current trends and jobs in Indian industry, advice about seeking employment in India hints and tips for making a successful application, and helpful information sources.**

## **CONTENTS**

**Country profile**

**Benefits**

**Main routes to employment**

**Where will your career take you?**

**Current career prospects**

**Where to find more information**

**Appendix 1: sample CV**

## Country profile

The Republic of India has a prospering free market economy. Continuous growth since India gained independence in 1947, fostered particularly by the economic reforms and liberalisation during the 1990s, has enabled the country to double its average income within only a decade.

### KEY FACTS: The Indian economy

GDP real growth:	8.6 % (2010)
GDP per capita:	US\$1,124.11
Labour force:	467 million (2009)
Unemployment rate:	10.7 % (2009)
Major sectors of occupation:	Agriculture (52%); Services (34%); Industry (14%).
Major industries:	Textiles, chemicals, food processing, steel, transport equipment, mining, and software development.
Main trading partners:	USA, Europe, UAE, China, Singapore, Saudi Arabia and Malaysia.
Services Sectors:	mainspring of the Indian economy (54.9% est.) which includes activities regarding Business Process Outsourcing (BPO's).

Whilst creating new business opportunities within its booming service and manufacturing sectors, the Indian economy is also facing challenges such as reforming domestic labour law, reducing poverty, controlling inflation, closing the gap between the rural and urban divide, and the promotion of health care and education.

### KEY FACTS: The Indian graduate labour market

Average age at graduation:	22 years
Average graduate starting salaries:	US\$8,140 – 11,685 annually.
Average working week:	5 ½-6 days week, office hours from 10.00-18.00
Holiday entitlement:	18-24 days, plus 10 bank holidays a year

# Benefits

## **Benefits of a UK qualification**

Possibly the largest benefit which all international students receive when studying at one of the over 100 universities in the UK, is the fact that UK universities have some of the most renowned and prestigious histories of higher education in the world. Even if a graduate does not study at one of the more famous institutions, the graduate can return to their home country safe in the knowledge that no matter where they look for work, their qualifications will be highly respected. This is also useful in job interview situations, in which your study in the UK can come into conversation as a point of interest and as an example of experience in situations of teamwork, cultural awareness, when possibly you were outside of your comfort zone.

Despite the high number of graduates in India, there is a shortage of them having the right skills. In the UK, graduates have both the theoretical and practical experiences whereas in India it is more theory and they struggle to apply this in industry. Considering this, being educated in the UK could be very useful when looking for a job in India. However, one should take into account that employers in India are not familiar with the UK education system. This means the onus is on the graduate to make the employer aware of their qualification by, for instance, listing the gained modules and marketing their institution.

Furthermore, your experiences in writing and reading English are extremely valuable in the job market. As an added benefit, you will no doubt have been exposed to a variety of accents and dialects during your study stay, making you more open to the English language than you may have realised.

# Benefits

## Graduating: Searching for work

Not long ago, student life and job finding was a far simpler procedure. Graduates would simply leave university, either looking for work through friends and family, a large company or a local business, and often step into a full-time job after an interview. These days, a wider variety of options exist which match the wider variety of jobs and the ease of travel which is available to the worldly student. As the number of students increases, so does the quality of the competition.

It's tough out there. Many graduates having just left university know this, whilst others are soon to find out. Since so many new university leavers have a career path in mind which they may have had for many years, the competition is fierce in many of the desirable graduate schemes. This is more the case in the UK than almost anywhere else. However, one benefit which you as an international student have is that you have a home country to which you can return. The lack of vacancies in the UK has led to many British students leaving for work further afield, often with little experience of the language in that country outside of the native English speaking countries. For example, in China whilst there are some international companies which accept English-only students, the vast majority will prefer a candidate with some basic Chinese. If you are returning to your home country with a firm grasp of English as well as your mother tongue, you already have an advantage.

It can be difficult to come across vacancies in graduate jobs, full-time occupation is hard to find without experience and most find that internships can involve heavy competition. All is not lost however! Most graduates find that the main issue is simply knowing where to look, and this guide hopes to point you in the right direction.

Check out the '**More Information**' section to see handy links with tips and advice in the search for work.

# Main routes to employment

## Getting started

As a graduate looking for work in India, you should use a variety of strategies. to stay updated with the newest jobs.

### Online recruitment and vacancy websites:

- [www.alltimejobs.com](http://www.alltimejobs.com)
- [www.babujobs.com](http://www.babujobs.com)
- [www.careerage.com](http://www.careerage.com)
- [www.careerindia.com](http://www.careerindia.com)
- [www.clickindia.com/jobs](http://www.clickindia.com/jobs)
- [www.javajobs.com](http://www.javajobs.com)
- [www.jobsahead.com](http://www.jobsahead.com)
- [www.jobsdb.com/](http://www.jobsdb.com/)
- [www.jobstreet.com/](http://www.jobstreet.com/)
- [www.monsterindia.com/](http://www.monsterindia.com/)
- [www.naukriguru.com/](http://www.naukriguru.com/)
- [www.placementindia.com](http://www.placementindia.com)

## Social networking

Social networking has become an increasingly common and important part of seeking work, especially with the social media generation. Sites such as Facebook.com and LinkedIn.com have flourished into everyday use for graduates and employers alike, in order to find the right person for the job. Graduates looking for work in their home nation may already be aware of the value of such sites, and of specific sites which are specialised in their own country. Graduates can place details of themselves including their job experience, education level, home/current university as well as a photo if preferred. On some of these sites they can also search for jobs according to their specific interest or area of study. What is clear is that graduates should certainly take the time to discover the potential job opportunities which these sites offer, both socially and at a socio-professional level.

# Main routes to employment

The following list of examples is not exhaustive, and contains websites with varying emphasis on professionalism and social networking.

**The following three websites are particularly popular in India:**

- [www.briji.com](http://www.briji.com)
- [www.orkut.com](http://www.orkut.com)
- [www.siliconIndia.com](http://www.siliconIndia.com)

**Sites worth checking out (global):**

- [www.ecademy.com](http://www.ecademy.com)
- [www.efactor.com](http://www.efactor.com)
- [www.facebook.com](http://www.facebook.com)
- [www.linkedin.com](http://www.linkedin.com)
- [www.myspace.com](http://www.myspace.com)
- [www.plaxo.com](http://www.plaxo.com)
- [www.ryze.com](http://www.ryze.com)
- [www.spoke.com](http://www.spoke.com)
- [www.ziggs.com](http://www.ziggs.com)

Newspapers can be a help when it comes to the job-hunt. Many newspapers run weekly extra editions with employment opportunities containing contacts from HR departments and placement agencies like MaFoi, Manpower and ABC Recruitment.

**Key newspaper to look for:**

- The Asian Age
- The Deccan Herald (South India only)
- The Economic Times
- The Hindu
- The Indian Express
- The Times of India

**Magazines:**

- Businessweek
- India Today
- The Sunday Indian

Many vacancies are not advertised in newspapers or magazines. Therefore, the use of alternative sources, persistency and well developed detection skills will help you to discover the hidden jobs.

# Main routes to employment

## Graduate jobs/Careers Fairs

An interesting way of finding work or further education is through graduate fairs. With varying focuses in each event, graduates can find themselves coming face to face with companies of interest, and may even find interest in something which was not previously considered. Graduate fairs are also a good opportunity to find out about graduate schemes being offered by companies and what these entail.

Many offer other facilities such as CV workshops, letter writing tuition and a chance to network with individuals representing companies of differing sizes and reputations, thus they can offer a good learning opportunity even if you struggle to find a company suited to you.

Many universities in the UK hold their own fairs near the end of the spring/summer term and throughout the summer, so it is well worth getting involved early. There may also be fairs in your home country, whether a national event or a university which is local to you, so keep your eyes and ears open.

Most graduate fairs take place early in the calendar year; however, The Guardian graduate fair offers a large free fair for students in the UK for work both in the UK and abroad, including India.

You may find the following websites useful for locating fairs:

- [www.afairs.com](http://www.afairs.com) AFAIRS fairs and conventions
- [www.bvents.com/event/304732-the-guardian-summer-graduate-fair](http://www.bvents.com/event/304732-the-guardian-summer-graduate-fair) 2010 & 2011 pages
- [www.indobase.com/events/category/jobs-and-career-trade-shows.php](http://www.indobase.com/events/category/jobs-and-career-trade-shows.php) Indobase job and careers events
- <http://itjobsdelhi.blogspot.com/> A site with job prospects for recently graduated students
- [www.lynchpinindia.com](http://www.lynchpinindia.com) Lynchpin international education and career fairs
- [www.naukrihub.com/job-fairs](http://www.naukrihub.com/job-fairs) Naukri Hub job fairs
- [www.timesjob.com/candidate/jobfair/jobfair.jsp](http://www.timesjob.com/candidate/jobfair/jobfair.jsp) Times Jobs multi industry job fairs



## Main routes to employment

When searching the Internet for job offers and vacancies, it is advisable to bookmark webpages and re-visit them regularly. Make use of email alert services offered by online resources to stay updated with the newest jobs.

### Alternative sources of information on jobs and companies:

- Indian Industry online portal: [www.industry.com](http://www.industry.com) - A source for trade related business and market info, featuring a directory of Indian suppliers.
- Job Site India: [www.jobsitesindia.com](http://www.jobsitesindia.com) - An alphabetical overview of Indian vacancy sites.
- Silicon India: [www.siliconindia.com](http://www.siliconindia.com) - A professional network, connecting individuals with the industry. Hosting links and articles, the network currently has over 2 million members within the Indian community of professionals and is a valuable career resource for starters.

When looking for a job, it is important to extend your network of contacts. Let not only your relatives but also friends, former professors and teachers, neighbours and other acquaintances know that you are searching for a job and tell them what kind of job or position you are looking for. Try to attend career fairs, and join professional networks to help you get in touch with valuable contacts.

There are hundreds of placement agencies and consultants in Indian cities who have contacts in the corporate world and will know the most appropriate places to look for jobs. It is advisable to register with any employment agency up to one year before the date of your return to India. Applications for a specific role, however, should be sent no sooner than one month before your scheduled arrival back in India. You can find a list of recruitment agencies in India at [www.catalogs.indiamart.com](http://www.catalogs.indiamart.com).

# Main routes to employment

## The right skills and competencies

### Most wanted:

- A positive attitude.
- Respect and conflict avoiding behaviour.
- Strong technical skills.
- Strong communication and negotiation skills.
- Leadership qualities as well as the ability to work in a team.

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## The application letter

The use of a traditional application letter sent by an applicant to a possible future employer, has almost entirely disappeared in India, and only very traditional companies might still require an application letter. In this case, the letter should be brief, polite and formal in its tone, and should fit on a single page. In the first paragraph you should give the reason for applying, whilst the second paragraph should mention your experience and the various responsibilities you have held in previous jobs, if applicable.

Your letter should conclude by expressing your hope for follow-up with a personal conversation. At the end of the application letter should come your name, full residential address, telephone numbers and e-mail address.

An increasingly common method of application is to present yourself in person at a so-called walk-in interview, bringing along a copy of your CV.

# Main routes to employment

## **The curriculum vitae (CV)**

The aim of your CV should be to persuade recruiters to invite you for a job interview. Your CV is a marketing tool, which should be adapted to the market in which you intend to use it. Your mission statement should come at the beginning of the CV document. Be careful not to write anything which is difficult to understand and/or too idealistic.

The typical CV is two pages long. Professional experience should be mentioned before education. You should first list the responsibilities you had in each job with dates of employment, the company address and your job titles. Add project work and any other activities you deem relevant.

Your educational experience should include examination grades giving dates of attendance, study emphasis, diplomas and degrees, and many individuals also choose to include high school grades and university achievements. List additional courses or training and any special skills such as computer software proficiency. Do not attach official documents such as diplomas certificates.

At the end of the Indian CV, applicants often list personal details such the father's name, partner's name, marital status, passport details and regional languages spoken. CVs in India usually conclude with a declaration of information accuracy.

## **Digital applications**

Digital application forms have become more common. The Internet is considered a fast medium of communication but completing an application form online requires the utmost attention – always check your submission before pressing send.

If you are making your application via email, write a concise application email with your CV attached. Applicants should always remember to use formal language when submitting an online application or applying via email.

# Main routes to employment

## The job interview

### Preparing for the interview:

- Think in advance about questions that might be asked.
- Find out the objectives of the position and the skills required.
- Research the organisation's background.
- Be clear about your skills, abilities, personal qualities and experience.
- Prepare your own questions to ask the employer.
- Be prepared to answer questions about why you are returning to India to work as it may be seen as a failing to succeed in the UK
- Make sure you will be on time for the interview. If you are unfamiliar with the location it might be worthwhile checking it out in advance.

# Where will your career take you?

Research from the i-graduate International Student Barometer study tells us the following about the main career drivers for Indian graduates:

## **Major career drivers for Indian graduates:**

1. I want to develop myself.
2. I like to be recognised for my achievements.
3. Future job security is important to me.

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## **Top 3 future plans of Indian students about to graduate from UK HE Institutions:**

1. Short term employment in the United Kingdom.
2. Still undecided.
3. Further study at my institution.

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## Current career prospects

Whereas a decade ago Indian graduates were drawn to the USA, the UK and other Western economies to find employment, today's Indian economy holds huge opportunities for domestic and foreign talent. As increasing numbers of multinational companies are settling in India, many Indians return to their country following a period of international study, attracted by new professional opportunities.

However the global economic downturn and tighter access to the Indian labour market has meant that hiring in 2009 is slowing down compared with previous years. However, it has picked up in early 2010, and the expectation is that the number of jobs available will grow in the rest of 2010.

### Where are the opportunities?

#### Agriculture

The performance of the agricultural sector has been continuously improving, helping the country achieve a surplus in food grain production. This has been facilitated through new agricultural techniques and tools acquired by Indian farmers, mechanisation, use of high yielding varieties of seeds, increasing use of fertilizers and irrigation facilities and ongoing research in India's numerous agricultural universities and colleges. With liberalisation of trade in agricultural commodities, India enjoys a competitive advantage in a number of agricultural and processed food products exports. There are, however, issues that still need to be tackled such as reducing the dependence on rainfall by improving the irrigation infrastructure and the modernisation of agricultural practices and technology used.

#### Architecture, planning and construction

Improving the country's infrastructure is one of the Indian government's key objectives in order to sustain further economic growth. Improving the national infrastructure does not only mean constructing and enlarging harbours, airports, motorways and railways. Investing in India's rural development is seen as an integrated approach to reducing poverty. Rural development mainly focuses on the erection of schools and public health facilities, provision of drinking water and electricity, and the rural industries. Flood management (installing warning systems, creating embankments and drainage channels) is another area of special attention. There are numerous work opportunities in this sector including roles for engineers, construction developers, real estate agents, urban planners etc.

# Current career prospects

## Finance and Banking

Work opportunities in this sector have decreased over the course of the global credit crunch. Hiring in 2009 has slowed down notably compared to previous years. Nevertheless, looking long-term, there is a need for well-trained and experienced staff working in corporate finance, commercial and investment banking, insurance, real estate and credit management, financial consulting, business administration and accounting. Further key areas of occupation are trust services, loan insurance, treasury and financial analysis.

## Education

Elevating the standards of primary, secondary and tertiary education and enhancing the system's competitiveness is an important goal in order to keep the domestic economy on the rise. Indian universities and institutes of higher education strive to compete with the highest ranking education facilities worldwide. Yet more funding will have to be invested in this sector in order to meet the demands of growing numbers of domestic students, while the country is also becoming an increasingly attractive study destination for international students. Academic and administrative staff is needed in a growing education sector.

## Energy

The country's economic rise has been accompanied by an increased demand for energy, while up to now the domestic per capita consumption has remained comparably low. Securing the energy supply, improving energy efficiency and eradicating frequent power cuts in the domestic electricity network rank high on the political agenda. The energy mix is diverse, ranging from coal, oil and gas to nuclear power. Along with the growing demand, the domestic production of crude oil and petroleum products has been increasing. The transportation, refining and exporting of petroleum products offer new fields of investment on the semi-privatised Indian energy sector. At the same time, the coal industry has repeatedly failed to cater for the increased demand of national power plants, hence causing the need for imports. Additionally, the Indian government follows a declared aim to foster the development and implementation of renewable energy sources, investing continuously in research in this field.

# Current career prospects

## Health and medical care, life sciences

Health insurance and pharmaceutical retailing are comparatively young industries in India, recently receiving numerous investments. Hospitals across the country have seen an innovation in medical equipment. Making health care affordable and accessible for wider parts of the population is a future goal of government and professional collaboration. Trained medical staff, clinical researchers, biologists and medical chemists are needed in order to continue to improve the quality and the availability of services and to continue research and development of the life sciences. Career opportunities for health care managers, consultants and hospital managers also look rather good.

## ICT and software development

The software and ICT sector is one of the fastest growing industries, making India the world's leading outsourcing country for telecom, banking, insurance and other services. Likewise, India is among the fastest growing markets for communication technology. The country provides a highly skilled labour force, and is at the same time investing in the research and development of commercial technologies. The predicted long term performance of the sector is continual stable growth. There are work opportunities on the Indian labour market not only for software developers and web designers, but also for sales and marketing professionals, project and data managers and system officers.

## Manufacturing

India has built a diverse industrial base comprising traditional handicrafts, small, medium and large manufacturing companies and high technology-oriented products. The country has emerged as an important global manufacturing hub attracting multinational corporations. India has been able to leverage cost advantages while adhering to global manufacturing facilities. Domestic companies in the manufacturing sector on the other hand have consolidated their area of core competence by partnering with foreign companies to acquire new technologies, management expertise and access to foreign markets.

Recent achievements in the Indian automobile industry exemplify the creative and technological potential of the country's manufacturing sector. Engineers, maintenance managers, project developers, designers, sales professionals and marketing professionals amongst others will find work opportunities in this sector.



## Current career prospects

### Textiles

The Indian textile industry has a long tradition. Today, it ranks among the largest in the world and contributes significantly to the national economy. Production for the global market, the availability of materials and fabrics, combined with a skilled labour force make India an attractive business partner for international textile brands. The sector offers work opportunities for sales and supply chain managers, marketing professionals and designers.

# Where to find more information

## General information

[www.agcas.org.uk/agcas\\_resources/203-India-Visit-A-Report-on-the-AGCAS-and-NASES-PMI2-Visit-to-India](http://www.agcas.org.uk/agcas_resources/203-India-Visit-A-Report-on-the-AGCAS-and-NASES-PMI2-Visit-to-India) AGCAS India study visit

[www.ibef.org](http://www.ibef.org) India Brand Equity Foundation

[www.indiaenvironmentportal.org.in](http://www.indiaenvironmentportal.org.in) India Environment Portal,

<http://knowledge.wharton.upenn.edu/india> India Knowledge

## Advice and tips on Careers Fairs, CVs and general job seeking

[www.articlealley.com/article\\_1547972\\_36.html](http://www.articlealley.com/article_1547972_36.html) - An article for those in the nursing profession.

[www.collegegrad.com/articles/dont-give-up.shtml](http://www.collegegrad.com/articles/dont-give-up.shtml) - An article on staying positive throughout the work search process

[www.employmentblawg.com/2010/job-seeking-tips-for-college-graduates](http://www.employmentblawg.com/2010/job-seeking-tips-for-college-graduates) - Further tips in the competitive field of employment seeking graduates

[www.fpef.org/Education/Tips.htm](http://www.fpef.org/Education/Tips.htm) - Some good tips on networking

[www.thegraduate.co.uk/static\\_generic.cgi?a=tmq\\_jobboards](http://www.thegraduate.co.uk/static_generic.cgi?a=tmq_jobboards) – Link with good information for those still considering staying in the UK after study

[www.graduateopportunities.com/career\\_advice/graduates\\_with\\_disability](http://www.graduateopportunities.com/career_advice/graduates_with_disability) - A link providing useful tips and stats for graduates with a disability

[www.londongradfair.co.uk/autumn](http://www.londongradfair.co.uk/autumn) - The Guardian's annual job fair for graduates. It is located in London.

[www.marketoracle.co.uk/Article1277.html](http://www.marketoracle.co.uk/Article1277.html) - Tips on how to work out your finances post-study.

[www.online-graduate.co.uk/tipsforgrads.html](http://www.online-graduate.co.uk/tipsforgrads.html) - Further tips for graduates seeking work experience.

[http://www.prospects.ac.uk/international\\_students.htm](http://www.prospects.ac.uk/international_students.htm) - Information for international students

# Where to find more information

## Books and Articles

Return to India: One Family's Journey to America and back. Special Report published by Indian Knowledge Wharton (2007)

PDF downloadable online:

<http://knowledge.wharton.upenn.edu/india/article.cfm?articleid=4236>.

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## Disclaimer

Whilst all efforts have been made to ensure the information in this Country Guide is correct at the time of writing, readers are advised that procedures and information sources may change regularly.

# Appendix 1 : Sample CV

**SUDANSHU BANERJEE**

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## **PROFESSIONAL OBJECTIVE**

A challenging position with a progressive and reputed organization that will effectively utilize acquired expertise and experience

## **PERSONALITY**

- Strong communication, interpersonal, intuitive, and leadership skills. Adaptable and efficient in work situations with changing responsibilities.
- Quick learner with ability to rapidly assimilate job requirements and show great results. Energetic and self-motivated team player/builder.

## **PROFESSIONAL EXPERIENCE**

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**Translated the book "Architectural Ethics" by Arch. Sangeet Sharma from English to French.**

**ALLIANCE FRANCAISE de CHANDIGARH** (Nov 2006 to September 2007)

- Teaching French to Beginners and Advanced levels
- Taught at the **Canadian High Commission** in Chandigarh.

**CERNER HEALTHCARE, BANGALORE** (JANUARY 2006 TO OCTOBER 2006)

- Handling Service Requests for Doctors and Hospitals for the company's Software. Took hands on training in the United States with the whole team.
- Was given the responsibility to help, analyze and interact with the colleagues of the company's new venture in Paris. Visited Paris for a fortnight to work on the French terminology and process and returned for knowledge transfer to the team.

**HEWLETT PACKARD, BANGALORE** (JUNE 2005-JANUARY 2006)

French Language Consultant for HP Global Business.

Key Responsibilities:

- Financial Assistant: Analysis and response to French invoices, mails and queries for Procter and Gamble.

# Appendix 1 : Sample CV

**GECIS, HYDERABAD** (Jan 2005 to April 2005)

Process Associate with the French Process at GECIS, Hyderabad. :

The key responsibilities were:

- Working with a team of French speaking agents and catering to the needs of customers of an international airline by providing them with technical assistance.
- Identify business requirements and work to make new and improve upon already existing tools for the process.

## **EDUCATION**

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- Advanced Diploma (Diplome Superieur de francais) in French from Alliance Francaise de Paris.
- PGDTS [**Post Graduate Diploma in Translation Studies** (French/ English) from CIEFL (Central Institute of English and Foreign Languages)], Hyderabad. Specialized in Scientific, Technical, Commercial and Economic translations.

## **OTHER ACHIEVEMENTS**

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- Appeared for the Test in English language for **The University of New South Wales, Australia in 1997 and 1998**. Awarded **CREDIT** in 1997.
- **BSc** Awarded **Certificate of Merit** in the **National Mathematics Olympiad**.
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## **PERSONAL INFORMATION**

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<b>Current Address</b>	:	4A Auckland Square, 51 Jassal House Kolkata 700 017.
<b>Date of Birth</b>	:	August 2, 1983
<b>Sex</b>	:	Female
<b>Marital Status</b>	:	Married
<b>Father's Name</b>	:	Kuldeep Singh Sondhi
<b>Languages Known</b>	:	French, English, Hindi and Punjabi
<b>Computer proficiency</b>	:	Proficient in MS-Word & Excel
<b>Hobbies</b>	:	Reading, Poetry and Music.