



SAARTHI - सारथी

करियर मार्गदर्शन पोर्टल · Career Guidance Portal

"सही मार्गदर्शन, उज्ज्वल भविष्य।"

करियर शीट · CAREER SHEET

अनुबंध प्रशासक

Contract administrators draft, review and manage a company's contracts and ensure they are honoured. It is a key role in construction, IT and government projects.



Scan for everything on this career

Salary, exams, colleges, the routes in and the steps after — all on the portal.

career.gsssjethantri.in/#/career/gen-6737

राजकीय उच्च माध्यमिक विद्यालय, जेठन्तरी

Govt. Sr. Sec. School, Jethantri · ब्लॉक समदड़ी · बालोतरा (Block Samdari · Balotra)

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सुशील कुमार शर्मा

प्रधानाचार्य, रा.उ.मा.वि. जेठन्तरी · मास्टर ट्रेनर
Principal, GSSS Jethantri · Master Trainer



श्री चेनाराम चौधरी

प्रधानाचार्य, डाइट बाड़मेर
Principal, DIET Barmer



श्रीमती संघमित्रा

वरिष्ठ व्याख्याता, डाइट बाड़मेर (सहयोग)
Sr. Lecturer, DIET Barmer (Support)



भरत चौधरी

अभिकल्पना व विकास · व्याख्याता (इतिहास)
Designed & developed · Lecturer (History)

विशेष धन्यवाद · SPECIAL THANKS



सुरेन्द्र सिंह राठौड़

व्याख्याता (इतिहास) · रा.उ.मा.वि. कानाना



सुरेश कुमार सैन

व्याख्याता (भूगोल) · रा.उ.मा.वि. रामसीन मूंगड़ा



वनिता कुमारी

व्याख्याता (इतिहास) · रा.उ.मा.वि. रामसीन मूंगड़ा



कमलेश चौधरी

व्याख्याता (राजनीति विज्ञान) · रा.उ.मा.वि. टापरा

करियर मार्गदर्शन कार्यशाला, डाइट बाड़मेर (14-17 जुलाई 2026) में विकसित व लोकार्पित
Developed & unveiled at the Career Guidance Workshop, DIET Barmer (14-17 July 2026)

यह एक स्वतंत्र परियोजना है, जो सरकार की आधिकारिक करियर-मार्गदर्शन सामग्री पर आधारित है। · An independent project based on the Government's official career-guidance content.

1 About this career

Contract administrators draft, review and manage a company's contracts and ensure they are honoured. It is a key role in construction, IT and government projects.

2 At a glance

Minimum qualification	Class 12 (Commerce preferred), then graduation in finance, accounting or law
Work mode	Mainly a desk job with occasional travel to meet vendors
Demand	Growing demand for contract specialists in infrastructure, IT and procurement
Top earning	Above ₹2,00,000 per month at contracts director level

3 What you need

INTERESTS

- Reading documents and clauses in detail
- Taking leadership and responsibility
- Interest in law, commerce and projects

ABILITIES

- Sharp eye for contract details
- Sound, logical decision-making
- Strong spoken and written communication

KEY SKILLS

- Contract drafting and review
- Negotiation and vendor management
- Use of contract management software
- Understanding of contract law and arbitration
- Risk assessment and compliance
- Tracking project costs and timelines

4 How to get there

- 1 Complete Class 12 in Commerce; other streams also work.
- 2 Graduate in finance, accounting, business or law (B.Com./BBA/LL.B.).
- 3 Add a PG qualification like contract management, contract law, MBA or LL.M.
- 4 Start in a junior role in a company's contracts/procurement department.
- 5 With experience, rise to senior contract administrator and contracts manager.

MAIN EXAMS

- CUET-UG for UG admission
- CLAT for National Law University admission
- CAT/CMAT for MBA admission

5 Where to study

GOVERNMENT INSTITUTES

- राष्ट्रीय विधि विश्वविद्यालय — Jodhpur, Rajasthan (<https://www.nlujodhpur.ac.in/>)
- राजस्थान विश्वविद्यालय - विधि व वाणिज्य संकाय — Jaipur, Rajasthan (<https://www.uniraj.ac.in/>)
- काशी हिंदू विश्वविद्यालय (बीएचयू) — Varanasi, Uttar Pradesh
- राष्ट्रीय विधि विश्वविद्यालय, दिल्ली — New Delhi

PRIVATE INSTITUTES

- करियर प्वाइंट यूनिवर्सिटी — Kota, Rajasthan
- एमिटी यूनिवर्सिटी — Jaipur, Rajasthan
- सिम्बायोसिस इंटरनेशनल — Pune, Maharashtra

ONLINE

- इग्नू - विधि व प्रबंधन कार्यक्रम — Distance learning (<https://www.ignou.ac.in/>)
- स्वयं-एनपीटीईएल - विधि व प्रबंधन कोर्स — Online (<https://swayam.gov.in/>)
- वर्ल्ड कॉमर्स एंड कॉन्ट्रैक्टिंग - प्रमाणन — Online (<https://www.worldcc.com/>)

FEES

Graduation and PG courses cost about ₹1,00,000-4,00,000; much lower in government universities.

SCHOLARSHIPS

- राष्ट्रीय छात्रवृत्ति पोर्टल (NSP) (<https://scholarships.gov.in>)
- राजस्थान उच्च शिक्षा विभाग छात्रवृत्ति (<https://hte.rajasthan.gov.in/>)
- बडी4स्टडी छात्रवृत्ति पोर्टल (<https://www.buddy4study.com/>)

6 What the work is like

WHERE YOU WORK

Large construction and engineering companies, IT firms, PSUs and any organisation handling many contracts.

WORK CULTURE

Mostly a desk job that includes leading a team and meeting vendors; working over forty hours a week is common.

WHO HIRES

- | | |
|------------------------------------|-------------------------------------|
| • Larsen & Toubro | • Shapoorji Pallonji |
| • NTPC, Railways and other PSUs | • IT companies like TCS and Infosys |
| • Real estate and infra developers | • Law and consulting firms |

DEMAND (2026)

Big infrastructure projects, global outsourcing and stricter compliance keep demand for contract professionals rising in 2026.

7 Career growth

- 1 Contract administrator
- 2 Senior contract administrator
- 3 Contracts manager
- 4 Contracts director

EARNINGS

Starting	₹30,000-50,000
Mid level	₹60,000-1,00,000
Senior level	₹1,25,000-2,00,000+

Packages are best in large engineering companies and overseas projects.

8 The good parts · The challenges

The good parts

- Stable, respected corporate role with good pay
- Balanced use of law, finance and management
- Skills transferable across industries

The challenges

- Constant deadline and compliance pressure
- Long hours of fine-print document review
- Errors carry heavy legal and financial costs

9 Real-life journeys

Tim Cummins

Founder-President of World Commerce & Contracting

Tim built IACCM (now WorldCC), the global body of contract professionals, turning contract management into a respected career worldwide.

World Commerce & Contracting · <https://www.worldcc.com/About/Executive-Team/Tim-Cummins>

Sally Guyer

Global CEO of World Commerce & Contracting

With long experience in contracting, Sally now leads a community of contract professionals across 70-plus countries and champions the career among youth.

Contract Heroes · <https://contractheroes.io/podcast/a-community-for-contracts-sally-guyer-paul-branch/>

10 If this route does not work out

One exam or one attempt does not close the door. The same subjects also open these routes — entry is usually easier, and you can return to this field later.

- Office Administrator
- Real Estate Agent
- Property Manager

11 Sources & further reading

1. Rajasthan Career Guidance Portal - Contract Administrator — <https://cg.rajasthan.gov.in/careerguidance/hi/career/%e0%a4%85%e0%a4%a8%e0%a5%81%e0%a4%ac%e0%a4%82%e0%a4%a7-%e0%a4%aa%e0%a5%8d%e0%a4%b0%e0%a4%b6%e0%a4%be%e0%a4%b8%e0%a4%95-contract-administrator/>
2. World Commerce & Contracting — <https://www.worldcc.com/>
3. National Career Service (NCS) — <https://www.ncs.gov.in/>
4. NIRF Rankings — <https://www.nirfindia.org/>



And 770+ more careers — the whole portal

Interest and aptitude tests, government jobs, skill courses and a CV builder — free, no login, and it works offline.

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