



SAARTHI · सारथी

करियर मार्गदर्शन पोर्टल · Career Guidance Portal

"सही मार्गदर्शन, उज्ज्वल भविष्य।"

करियर शीट · CAREER SHEET

ऑफिस एडमिनिस्ट्रेटर

An Office Administrator runs the daily operations of an office — staff coordination, records, purchases, facilities and arrangements. Every organisation, from hospitals to government agencies, needs skilled administrators.



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-6723

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

An Office Administrator runs the daily operations of an office — staff coordination, records, purchases, facilities and arrangements. Every organisation, from hospitals to government agencies, needs skilled administrators.

2 At a glance

Minimum qualification	Graduate (BBA/any) + management skills
Work mode	Office job, team management
Demand	Steady — in organisations of every sector
Top earning	₹1.5 lakh+/month at operations director level

3 What you need

INTERESTS

- Interest in management and leadership
- Talking comfortably with everyone
- Creating systems and solving problems

ABILITIES

- Organisation and coordination ability
- Communication and team-management skills
- Understanding of budgets and resources

KEY SKILLS

- Office operations and facility management
- MS Office, e-filing and ERP tools
- Records, procurement and vendor management
- Basic accounting and budgeting
- Team coordination and leadership
- Time management and multitasking

4 How to get there

- 1 Complete Class 12 in commerce/science/any stream
- 2 Do a BBA or a bachelor's degree in any subject
- 3 Optionally do an MBA in operations management
- 4 Gain experience as office assistant/admin executive
- 5 Appear for RSSB/RPSC/SSC exams for government office posts

MAIN EXAMS

- CUET-UG — for BBA admission
- CAT/CMAT — for MBA admission
- RSSB/RPSC/SSC recruitments — for government office posts

5 Where to study

GOVERNMENT INSTITUTES

- IIM Udaipur — Udaipur, Rajasthan (<https://www.iimu.ac.in>)
- Central University of Rajasthan — Ajmer, Rajasthan (<https://www.curaj.ac.in>)
- आर.ए. पोदार प्रबंधन संस्थान, राजस्थान विश्वविद्यालय — Jaipur, Rajasthan

PRIVATE INSTITUTES

- JK Lakshmipat University — Jaipur, Rajasthan (<https://jklu.edu.in>)
- एमिटी यूनिवर्सिटी — Jaipur, Rajasthan

ONLINE

- IGNOU (BBA/MBA दूरस्थ) — Distance learning (<https://www.ignou.ac.in>)
- VMOU कोटा — Kota, Rajasthan (<https://www.vmou.ac.in>)
- SWAYAM (प्रबंधन कोर्स) — Online (<https://swayam.gov.in>)

FEES

BBA/MBA course fees about ₹50,000-2,00,000; lower in government institutes, higher in private.

SCHOLARSHIPS

- National Scholarship Portal (<https://scholarships.gov.in>)

- SJE Rajasthan Scholarships (<https://sje.rajasthan.gov.in>)
- Buddy4Study (<https://www.buddy4study.com>)

6 What the work is like

WHERE YOU WORK

Hospitals, universities, banks-financial institutions, government agencies, companies, NGOs and media firms.

WORK CULTURE

Office role managing a team; 6 days a week, 8-9 hours; extra time when needed. Opportunities available for persons with disabilities.

WHO HIRES

- Government departments and public undertakings
- Banks and insurance companies
- Hotels and retail chains
- Hospitals and educational institutions
- Corporate and IT companies
- NGOs and startups

DEMAND (2026)

Every growing organisation needs administrators to run offices; demand is steady in Rajasthan as education, health and services expand (2026).

7 Career growth

- 1 Admin executive/office assistant
- 2 Office administrator
- 3 Operations manager
- 4 Operations director

EARNINGS

Starting	₹15,000-25,000
Mid level	₹30,000-50,000
Senior level	₹60,000-1,50,000

Monthly estimates (2026); depends on organisation size and city.

8 The good parts · The challenges

The good parts

- Job opportunities in every sector
- Early management and leadership experience
- Path to grow into operations/HR roles

The challenges

- Pressure of juggling many tasks
- Weekend/late work when required
- Limited recognition at entry level

9 Real-life journeys

Pratiksha Tondwalkar

Sweeper turned Assistant General Manager, State Bank of India

Widowed at 20, Pratiksha Tondwalkar took a job as a sweeper at SBI. Completing her education alongside work, she first became a clerk and then climbed the office ladder to become Assistant General Manager in 2022.

Livemint · <https://www.livemint.com/news/india/from-sbi-sweeper-to-assistant-general-manager-meet-pratiksha-tondwalkar-11659418709289.html>

B. Abdul Nasar

Government office employee turned IAS District Collector

Raised in an orphanage, Abdul Nasar studied while doing jobs like cleaning and tutoring, and got a Kerala Health Department government job in 1995. He became Deputy Collector through the state civil service and was promoted to the IAS in 2017, serving as Kollam District Collector.

The Better India · <https://thebetterindia.com/188471/kerala-ias-hero-orphanage-struggle-collector-kollam-inspiring-india/>

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.

- Contract Administrator
- Property Manager
- Real Estate Agent

11 Sources & further reading

1. Rajasthan Career Guidance Portal — <https://cg.rajasthan.gov.in/careerguidance/hi/career/%e0%a4%91%e0%a4%ab%e0%a4%bf%e0%a4%b8-%e0%a4%8f%e0%a4%a1%e0%a4%ae%e0%a4%bf%e0%a4%a8%e0%a4%bf%e0%a4%b8%e0%a5%8d%e0%a4%9f%e0%a5%8d%e0%a4%b0%e0%a5%87%e0%a4%9f%e0%a4%b0-office-administrator/>
2. National Career Service (NCS) — <https://www.ncs.gov.in>
3. IIM Udaipur — <https://www.iimu.ac.in>
4. IGNOU — <https://www.ignou.ac.in>



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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