



SAARTHI - सारथी

करियर मार्गदर्शन पोर्टल · Career Guidance Portal

"सही मार्गदर्शन, उज्ज्वल भविष्य।"

करियर शीट · CAREER SHEET

कार्यालय प्रशासक

An Office Administrator is the backbone of an organisation's daily operations—keeping records, files, appointments, supplies, staff coordination and communication running smoothly. Every sector (companies, government offices,...



Scan for everything on this career

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

career.gsssjethantri.in/#/career/office-administrator

राजकीय उच्च माध्यमिक विद्यालय, जेठन्तरी

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

www.gsssjethantri.in · career.gsssjethantri.in



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 is the backbone of an organisation's daily operations—keeping records, files, appointments, supplies, staff coordination and communication running smoothly. Every sector (companies, government offices, schools, hospitals) needs one, making it a stable, accessible career.

2 At a glance

Min. qualification	Class 12 pass (Commerce helps); graduate preferred for many roles
Work mode	Office-based, full-time
Demand (2026)	Steady and widespread across all sectors
Top earning	₹10–15 lakh+/yr (operations/admin manager)

3 What you need

INTERESTS

- Organising and planning
- Computers and office documents
- Working with people and coordinating

ABILITIES

- Handling many tasks at once (multitasking)
- Clear written and spoken communication
- Attention to detail and accuracy

KEY SKILLS

- MS-Office (Word, Excel, Outlook) and typing
- Time and schedule management
- Hindi-English communication and email etiquette
- Confidentiality and professional conduct
- File and record management
- Basic bookkeeping and budgeting
- Problem-solving and decision-making

4 How to get there

- 1 Complete Class 12 (Commerce stream helps with accounts and business basics).
- 2 Do a B.Com/BBA or an office-management/secretarial diploma.
- 3 Build computer & MS-Office skills (RSCIT or NIELIT Office Automation).
- 4 Practise typing and document-management.
- 5 Take an entry-level office assistant/front-desk/data-entry role.
- 6 Progress to administrator/office manager with experience.

MAIN EXAMS

- Most private jobs need no exam—selection by merit and interview.
- For govt clerical roles, RSMSSB Junior Assistant/LDC (Clerk Grade-II) or SSC CHSL.

5 Where to study

GOVERNMENT INSTITUTES

- RKCL – RSCIT (राजस्थान नॉलेज कॉरपोरेशन) — Centres across Rajasthan (<https://www.myrkcl.com>)
- सरकारी ITI – स्टेनोग्राफर व सचिवीय सहायक ट्रेड — Jaipur, Jodhpur and other districts
- RSLDC – राजस्थान कौशल एवं आजीविका विकास निगम — Skill centres across Rajasthan (<https://livelihoods.rajasthan.gov.in>)

PRIVATE INSTITUTES

- NIIT (कंप्यूटर व ऑफिस स्किल्स) — Jaipur and other cities (<https://www.niit.com>)
- Aptech Computer Education — Jaipur and cities across Rajasthan (<https://www.aptech-education.com>)

ONLINE

- NIELIT – Data Entry & Office Automation — Online/centre-based (<https://www.nielit.gov.in/content/data-entry-and-office-automation>)
- Coursera – Administrative/Office courses — Online (<https://www.coursera.org>)

FEES

RSCIT approx ₹3,500–4,500; govt ITI/NIELIT courses ₹2,000–10,000; private diploma/computer institutes ₹8,000–40,000. B.Com/BBA at govt colleges costs very little.

SCHOLARSHIPS

- National Scholarship Portal (NSP) (<https://scholarships.gov.in>)
- राजस्थान SJE छात्रवृत्ति पोर्टल (<https://sje.rajasthan.gov.in>)

6 What the work is like

WHERE YOU WORK

Company offices, government departments, schools-colleges, hospitals, banks, NGOs and front-desks.

WORK CULTURE

Usually fixed office hours, stable and team-based; values organisation and punctuality.

WHO HIRES

- Private companies and startups (admin/HR support)
- Schools, colleges and coaching institutes
- Banks, insurance and financial firms
- Government offices and municipal bodies
- Hospitals and clinics
- NGOs and trusts

DEMAND (2026)

Every organisation needs admin support, so demand stays steady. Candidates strong in digital tools, English and computers are preferred; operations/coordinator roles are growing.

7 Career growth

- 1 Office assistant / front-desk / data-entry operator
- 2 Office administrator / office manager / executive assistant
- 3 Admin head / operations manager / administration manager

EARNINGS

Starting	₹1.8–3 लाख/वर्ष
Mid level	₹3.5–6 लाख/वर्ष
Senior level	₹8–15 लाख+/वर्ष

Pay varies by city, organisation size and skills; higher in metros and large firms. Government roles offer stable pay and allowances.

8 The good parts · The challenges

The good parts

- Opportunities in every sector—job security and stability
- Entry possible with modest study, then growth
- A pathway toward operations/management roles

The challenges

- Work can be repetitive and pressured
- Entry-level pay is limited
- Juggling many responsibilities at once is demanding

9 Real-life journeys

Natarajan Chandrasekaran

Chairman, Tata Sons (former TCS CEO & COO)

Born to a farming family in Mohanur village, Tamil Nadu, and schooled in a Tamil-medium government school, Chandrasekaran joined TCS in 1987. Rising through operational roles, he became Chief Operating Officer, then CEO, and in 2017 Chairman of Tata Sons—proof that operations leadership is reachable from humble beginnings.

Wikipedia · https://en.wikipedia.org/wiki/Natarajan_Chandrasekaran

Ursula Burns

Former Chairman & CEO, Xerox (started as an executive assistant)

Raised by a single mother in a New York housing project, Ursula Burns began at Xerox in 1990 as executive assistant to a senior executive. Advancing through administrative and operations roles, she became CEO in 2009—the first Black woman to lead a Fortune 500 company.

Wikipedia · https://en.wikipedia.org/wiki/Ursula_Burns

10 Sources & further reading

1. RKCL – RSCIT computer course — <https://www.myrkcl.com>
2. NIELIT – Data Entry & Office Automation — <https://www.nielit.gov.in/content/data-entry-and-office-automation>
3. National Career Service (NCS) — <https://www.ncs.gov.in>
4. RSMSSB – Rajasthan recruitment board — <https://rsmssb.rajasthan.gov.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.

career.gssjethantri.in