



SAARTHI • सारथी

करियर मार्गदर्शन पोर्टल • Career Guidance Portal

"सही मार्गदर्शन, उज्ज्वल भविष्य।"

करियर शीट • CAREER SHEET

रिसेप्शनिस्ट

A receptionist is the first face of any organisation — welcoming visitors and handling phone calls, appointments and enquiries. In hotels, hospitals and companies it is the gateway to a front-office career.



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-6721

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

A receptionist is the first face of any organisation — welcoming visitors and handling phone calls, appointments and enquiries. In hotels, hospitals and companies it is the gateway to a front-office career.

2 At a glance

Minimum qualification	Class 12 + front office/hotel management course
Work mode	Front desk, shift work possible
Demand	Growing — especially in Rajasthan's tourism-hotel sector
Top earning	₹60,000+/month at front office manager level

3 What you need

INTERESTS

- Meeting people and helping them
- Talking comfortably with everyone
- Keeping things organised

ABILITIES

- Polite and clear communication
- Presentation and etiquette
- Patience and problem solving

KEY SKILLS

- Front desk and visitor management
- Computers and booking software
- Appointment and record management
- Telephone etiquette
- Hindi-English communication skills
- Customer service and complaint handling

4 How to get there

- 1 Complete Class 12 in any stream
- 2 Do a diploma or degree in front office/hotel management
- 3 Or do a graduation with a receptionist/office management certificate course
- 4 Practise computers and English conversation
- 5 Start with a front desk internship in a hotel/hospital/company

MAIN EXAMS

- NCHM JEE — for admission to central hotel management institutes
- CUET-UG — for university course admission

5 Where to study

GOVERNMENT INSTITUTES

- Institute of Hotel Management (IHM) Jaipur — Jaipur, Rajasthan (<https://ihmjaipur.com>)
- Institute of Hotel Management (IHM) Jodhpur — Jodhpur, Rajasthan
- NCHMCT (केंद्रीय होटल प्रबंधन परिषद) — Noida (national) (<https://nchm.gov.in>)

PRIVATE INSTITUTES

- Apex University — Jaipur, Rajasthan (<https://www.apexuniversity.co.in>)
- निजी होटल मैनेजमेंट संस्थान — Jaipur, Udaipur and other cities

ONLINE

- IGNOU (पर्यटन/फ्रंट ऑफिस कोर्स) — Distance learning (<https://www.ignou.ac.in>)
- Udemy (रिसेप्शनिस्ट कोर्स) — Online

FEES

Certificate courses ₹10,000-50,000; hotel management diploma/degree about ₹78,000-2,00,000 (varies by institute).

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

Hotels, resorts, hospitals, companies, salons-spas, consultancies and agencies.

WORK CULTURE

Active front desk role; shift system possible with duties up to 10-12 hours; part-time and contract work available. Opportunities available for persons with disabilities.

WHO HIRES

- Hotels and resorts (Taj, Oberoi, ITC etc.)
- Corporate offices and coworking spaces
- Educational institutions
- Hospitals and clinics
- Travel agencies and airlines
- Gyms, salons and wellness centres

DEMAND (2026)

Demand for front office staff keeps rising with the expansion of Rajasthan's tourism, hotel and healthcare sectors (2026).

7 Career growth

- 1 Receptionist/front desk executive
- 2 Front office supervisor
- 3 Front office/guest relations manager
- 4 Customer service manager

EARNINGS

Starting	₹10,000-18,000
Mid level	₹20,000-30,000
Senior level	₹35,000-60,000

Monthly estimates (2026); tips and allowances extra in big hotels.

8 The good parts · The challenges

The good parts

- Chance to start working soon after Class 12
- Communication skills and network grow fast
- Growth path into hotel/customer service management

The challenges

- Low starting salary
- Long shifts and standing work
- Must deal patiently with all kinds of customers

9 Real-life journeys

Peyush Bansal

Receptionist turned Founder-CEO of Lenskart

While studying engineering, Peyush Bansal worked as a receptionist, clocking 20-hour days. With the hard work and customer understanding learnt at the front desk, he left a Microsoft job and built Lenskart.

Moneycontrol · <https://www.moneycontrol.com/education/rejected-by-iit-hired-by-microsoft-built-lenskart-the-incredible-journey-of-peyush-bansal-article-13634308.html>

Indra Nooyi

Receptionist turned CEO of PepsiCo

Indra Nooyi, who went from Chennai to study in the US, worked as a receptionist from midnight to 5 am to pay for her Yale education. Carrying that lesson in hard work, she went on to become CEO of PepsiCo.

Moneycontrol · <https://www.moneycontrol.com/news/trends/ex-pepsico-ceo-indra-nooyi-worked-overnight-until-5-am-as-a-receptionist-to-pay-for-yale-degree-13970147.html>

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.

- Secretary/Personal Assistant
- Common Service Centre Operator (CSC VLE / e-Mitra)

11 Sources & further reading

1. Rajasthan Career Guidance Portal — <https://cg.rajasthan.gov.in/careerguidance/hi/career/%e0%a4%b0%e0%a4%bf%e0%a4%b8%e0%a5%87%e0%a4%aa%e0%a5%8d%e0%a4%b6%e0%a4%a8%e0%a4%bf%e0%a4%b8%e0%a5%8d%e0%a4%9f-receptionist/>
2. National Career Service (NCS) — <https://www.ncs.gov.in>
3. NCHMCT (Hotel Management) — <https://nchm.gov.in>
4. IHM Jaipur — <https://ihmjaipur.com>



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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