



SAARTHI - सारथी

करियर मार्गदर्शन पोर्टल · Career Guidance Portal

"सही मार्गदर्शन, उज्ज्वल भविष्य।"

करियर शीट · CAREER SHEET

सेक्रेटरी/निजी सहायक

A Secretary/Personal Assistant is the right hand of an officer or manager — handling correspondence, filing, typing, meetings and appointments. Government departments, banks and companies have a steady demand for...



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-6725

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 Secretary/Personal Assistant is the right hand of an officer or manager — handling correspondence, filing, typing, meetings and appointments. Government departments, banks and companies have a steady demand for stenographers/PAs.

2 At a glance

Minimum qualification	Class 12 + secretarial/steno course
Work mode	Office desk job, regular hours
Demand	Steady — in both government and private sectors
Top earning	Up to ₹1 lakh/month at senior PA/PS level

3 What you need

INTERESTS

- Interest in writing, typing and organising files
- Readiness to take on new responsibilities
- Enjoy communication and coordination with people

ABILITIES

- Strong written and spoken language skills
- Confidentiality and trustworthiness
- Time management and attention to detail

KEY SKILLS

- Typing and shorthand (Hindi/English stenography)
- Correspondence and noting-drafting
- Document and record management
- Computers — MS Office, email, e-filing
- Meeting and travel management
- Polite communication and phone etiquette

4 How to get there

- 1 Complete Class 12 in any stream
- 2 Do ITI stenographer trade or a diploma/certificate in secretarial practice
- 3 Build typing speed (above 25 wpm Hindi / 30 wpm English)
- 4 Or do a bachelor's degree in office management/commerce
- 5 Appear for recruitment exams like SSC Stenographer, RSB Junior Assistant
- 6 Apply for executive assistant roles in private companies

MAIN EXAMS

- SSC Stenographer Grade C/D — for central government posts
- RSB Junior Assistant/LDC and Stenographer recruitment — Rajasthan
- RPSC and bank/court PA-steno recruitments

5 Where to study

GOVERNMENT INSTITUTES

- राजकीय ITI (स्टेनोग्राफर हिंदी/अंग्रेजी ट्रेड) — Jaipur, Jodhpur and other districts, Rajasthan
- वर्धमान महावीर खुला विश्वविद्यालय (VMOU) — Kota, Rajasthan (<https://www.vmo.ac.in>)
- राजस्थान विश्वविद्यालय (कॉमर्स कॉलेज) — Jaipur, Rajasthan

PRIVATE INSTITUTES

- निजी टाइपिंग/स्टेनोग्राफी व कौशल संस्थान — Major cities of Rajasthan
- इंटरनेशनल पॉलिटेक्निक फॉर विमेन — Gurugram/Delhi

ONLINE

- IGNOU (कार्यालय प्रबंधन/कौशल कोर्स) — Distance learning (<https://www.ignou.ac.in>)
- SWAYAM (निःशुल्क सरकारी ऑनलाइन कोर्स) — Online (<https://swayam.gov.in>)

FEES

ITI/certificate courses ₹5,000-30,000; degree/diploma courses 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

Government departments, secretariats, courts, banks, private companies and agencies.

WORK CULTURE

Desk job; 5-6 days a week, 8-9 hours daily. Usually no local travel. Opportunities available for persons with disabilities.

WHO HIRES

- | | |
|--|---|
| • Rajasthan and central government departments | • Courts and public sector undertakings |
| • Banks and insurance companies | • Corporate companies (executive assistant) |
| • Universities and hospitals | • Law and CA firms |

DEMAND (2026)

Every office needs skilled assistants; government steno-PA recruitments come out regularly and corporate EA roles are growing (2026).

7 Career growth

- 1 Junior stenographer/office assistant
- 2 Personal Assistant (PA)
- 3 Private Secretary (PS)
- 4 Senior Private Secretary/Executive Secretary

EARNINGS

Starting	₹15,000-25,000
Mid level	₹30,000-50,000
Senior level	₹60,000-1,00,000

Monthly estimates (2026); pay scale and allowances as per rules in government posts.

8 The good parts · The challenges

The good parts

- Stable job and regular working hours
- Entry possible after Class 12 at low cost
- Learning opportunities from working with senior officers

The challenges

- Modest starting salary
- Work can be repetitive
- Workload depends on the officer's schedule

9 Real-life journeys

Karma Dolma

Office Secretary turned Section Head, Central Tibetan Administration

Raised in Dharamshala's refugee community, Karma Dolma did a diploma in secretarial practice from the Delhi Board of Technical Education. She cleared an entrance exam to become Office Secretary and rose through hard work to head the documentation section and serve as settlement officer.

Central Tibetan Administration (tibet.net) · <https://tibet.net/saturday-shout-out-cta-civil-servant-karma-dolma/>

Shantanu Naidu

Ratan Tata's assistant turned General Manager, Tata Motors

From a middle-class Pune family, Shantanu Naidu became Ratan Tata's trusted assistant, managing his office, correspondence and schedule for years. That trust and organisational skill took him to General Manager and Head of Strategic Initiatives at Tata Motors.

Indiatimes · <https://www.indiatimes.com/worth/news/who-is-shantanu-naidu-ratan-tatas-close-aide-becomes-general-manager-head-of-strategic-initiatives-at-tata-motors/articleshow/122657925.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.

- Receptionist
- 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%b8%e0%a5%87%e0%a4%95%e0%a5%8d%e0%a4%b0%e0%a5%87%e0%a4%9f%e0%a4%b0%e0%a5%80-%e0%a4%a8%e0%a4%bf%e0%a4%9c%e0%a5%80-%e0%a4%b8%e0%a4%b9%e0%a4%be%e0%a4%af%e0%a4%95-secretary-personal-assistant/>
2. National Career Service (NCS) — <https://www.ncs.gov.in>
3. SSC (Stenographer recruitment) — <https://ssc.gov.in>
4. VMOU Kota — <https://www.vmou.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.

career.gsssjethantri.in