



SAARTHI - सारथी

करियर मार्गदर्शन पोर्टल · Career Guidance Portal

"सही मार्गदर्शन, उज्ज्वल भविष्य"

करियर शीट · CAREER SHEET

सशस्त्र सेना मुख्यालय सिविल सेवा (अनुभाग अधिकारी ग्रेड) — समूह 'ख'

The civilian administration inside the headquarters of the Army, Navy and Air Force and the Inter-Service Organisations of the Ministry of Defence — files, policy proposals, procurement cases, personnel and parliamentary work —...

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

The civilian administration inside the headquarters of the Army, Navy and Air Force and the Inter-Service Organisations of the Ministry of Defence — files, policy proposals, procurement cases, personnel and parliamentary work — is run by officers of the Armed Forces Headquarters Civil Service. Selection through the Civil Services Examination is to the Section Officer's Grade, a Group 'B' gazetted post. This is not a uniformed job — it is the job of a civilian officer working alongside those in uniform.

2 At a glance

Service type	Central Group-B (Gazetted)
Selection exam	UPSC Civil Services (CSE)
Minimum qualification	Graduation in any stream
Domain	Civilian administration of the defence headquarters
Source status	The entry-grade pay level could not be confirmed from a primary government source — read the note in the pay section

3 What you need

INTERESTS

- Interest in government files and policy process
- Defence and national security subjects
- Orderly, rule-based work

ABILITIES

- Reading long documents and drawing out the substance
- Writing clearly and briefly
- Keeping confidentiality

KEY SKILLS

- Noting and drafting
- Personnel administration
- Parliamentary work
- Government rules and procedure
- Understanding procurement process
- Computers and e-Office

4 How to get there

- 1 Complete a bachelor's degree in any stream.
- 2 Apply for the UPSC Civil Services Exam (age 21–32).
- 3 Clear Prelims -> Mains -> Interview.
- 4 Based on rank, appointment is to the Section Officer's Grade (Group 'B').
- 5 Departmental training follows appointment; check the current notification for the training institute.

MAIN EXAMS

- UPSC Civil Services Examination (CSE)
- Examination Notice 05/2026-CSE lists this service as Group "B" (Section Officer's Grade), not Group "A". That has a direct effect on the starting pay.

5 Where to study

GOVERNMENT INSTITUTES

- रक्षा मंत्रालय — भारत सरकार — New Delhi (<https://www.mod.gov.in/>)
- संघ लोक सेवा आयोग — परीक्षा विज्ञप्ति — Government of India (<https://upsc.gov.in/>)
- राजस्थान विश्वविद्यालय — Jaipur, Rajasthan (<https://www.uniraj.ac.in>)

PRIVATE INSTITUTES

- Vajiram & Ravi — Private paid coaching — this portal does not endorse any institute. Look at the free options first: the Chief Minister Anuprati coaching scheme, and the recruiting board's own syllabus and past question papers. Check fees, facilities and success claims for yourself; no one can guarantee selection.

ONLINE

- SWAYAM / NPTEL — Online (Govt of India) (<https://swayam.gov.in>)
- स्वयं (SWAYAM) — भारत सरकार के निःशुल्क ऑनलाइन कोर्स — Free (<https://swayam.gov.in/>)
- राष्ट्रीय डिजिटल पुस्तकालय (NDLI) — Free books and study material (<https://ndl.iitkgp.ac.in/>)

- एन.सी.ई.आर.टी. — निःशुल्क पाठ्यपुस्तकें — The foundation for general knowledge, maths and science (<https://ncert.nic.in/>)
- BYJU'S IAS (Online) — Private paid coaching — this portal does not endorse any institute. Look at the free options first: the Chief Minister Anuprati coaching scheme, and the recruiting board's own syllabus and past question papers. Check fees, facilities and success claims for yourself; no one can guarantee selection. (<https://byjus.com/ias/>)

FEES

Graduation in any stream costs roughly ₹10,000–₹50,000 per year in government colleges. UPSC coaching may cost ₹1–2 lakh, while the UPSC exam fee itself is very low (about ₹100–₹200). Figures are indicative.

SCHOLARSHIPS

- National Scholarship Portal (NSP) (<https://scholarships.gov.in>)
- Buddy4Study (<https://www.buddy4study.com>)
- Rajasthan SJE Scholarships (<https://sje.rajasthan.gov.in>)
- Vidya Lakshmi (Education Loan) (<https://www.vidyalakshmi.co.in>)

6 What the work is like

WHERE YOU WORK

The Integrated Headquarters of the Army, Navy and Air Force, the Ministry of Defence, and Inter-Service Organisations — mostly in New Delhi.

WORK CULTURE

Office-based work with files and meetings. Because postings are largely in Delhi, there are fewer transfers than in other services. 5 days a week.

WHO HIRES

- Ministry of Defence
- Inter-Service Organisations
- Army, Navy and Air Force Headquarters

DEMAND (2026)

A limited number of posts come up each year and most postings are in Delhi. It matters to keep two things apart: "demand" here counts the posts on offer, not your chance of getting one. In the UPSC Civil Services Examination 2025, 958 candidates in all were recommended across the Indian Administrative Service, the Indian Foreign Service, the Indian Police Service and every central Group A and Group B service combined; in 2024 the figure was 1,009. That is the whole country's intake for a year. So do not make this your only plan — keep a second route (a postgraduate degree, a skill, or another recruitment) moving alongside it.

7 Career growth

- 1 Section Officer
- 2 Under Secretary
- 3 Deputy Secretary
- 4 Director
- 5 Principal Director level roles

EARNINGS

Starting	समूह 'ख' राजपत्रित प्रवेश ग्रेड — स्तर पुष्ट नहीं
Mid level	टिप्पणी देखें
Senior level	टिप्पणी देखें

This is a Group 'B' (Gazetted) entry grade, not Group 'A', so it starts below the Level-10 entry of Group 'A' services like the IAS. This portal could not find the current pay level for this service's entry grade in any primary government source, so no figure is printed here — guessing one would have meant publishing a wrong number. For comparison: the Government of Puducherry's own list (position as on 1 August 2026) shows the Pondicherry Civil Service — the comparable Group 'B' service filled from this same examination — entering at Level-8 and moving to Level-10 after four years. That is that service's figure, not this one's. Check the pay level yourself in the current notification and service rules before applying. Dearness allowance (60% of basic since 1 January 2026) and house rent allowance are added on top of basic pay. The Terms of Reference of the 8th Central Pay Commission were approved on 28 October 2025 and it has not reported yet, so the pay scale will change.

8 The good parts · The challenges

The good parts

- Stable posting in Delhi with few transfers
- Work close to defence policy
- Regular hours and office-based work

The challenges

- A Group 'B' service — starting pay and seniority are below the Group 'A' services
- The work is mostly secretariat work
- No field or district-level role

9 Sources & further reading

1. Ministry of Defence — official website — <https://www.mod.gov.in/>
2. Central Civil Services Group "B" — DoPT Schedule — <https://dopt.gov.in/sites/default/files/SCHEDULE-2.pdf>
3. UPSC Examination Notice No. 05/2026-CSE (4 February 2026) — the list of services is in this notice — <https://www.upsc.gov.in/sites/default/files/Notif-CSP-2026-Engl-060226Rev.pdf>
4. UPSC official website — <https://www.upsc.gov.in>
5. Rajasthan Career Guidance Portal — <https://cg.rajasthan.gov.in/careerguidance/>
6. 8th Central Pay Commission — Cabinet approval of the Terms of Reference (PIB, 28 October 2025) — <https://www.pib.gov.in/PressReleasePage.aspx?PRID=2183289>
7. Civil Services Examination 2025 final result — 958 candidates recommended (PIB, 6 March 2026) — <https://www.pib.gov.in/PressReleasePage.aspx?PRID=2235922>