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करियर शीट • CAREER SHEET

मल्टी टास्किंग स्टाफ

Multi-Tasking Staff (MTS) is a Group-C central government post covering office support work like file handling, cleaning, security, and assisting officers. Reached via the SSC MTS exam after Class 10, it is a secure government...



Scan for everything on this career

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

career.gsssjethantri.in/#/career/multi-tasking-staff

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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)



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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

Multi-Tasking Staff (MTS) is a Group-C central government post covering office support work like file handling, cleaning, security, and assisting officers. Reached via the SSC MTS exam after Class 10, it is a secure government job — modest starting pay, but strong job security, benefits, and a clear promotion ladder.

2 At a glance

Minimum qualification	Class 10 (Matric) pass
Selection exam	SSC MTS exam
Job type	Central govt, Group-C
Starting salary	About ₹18,000/month

3 What you need

INTERESTS

- Enjoy orderly office work
- Like keeping records of your work
- Want a secure government job and stability

ABILITIES

- Ability to keep files and documents organised
- Following instructions and finishing tasks on time
- Being physically active and hardworking

KEY SKILLS

- Basic reading, writing and numeracy
- Punctuality and discipline
- Basic computer and typing knowledge
- File handling and record-keeping
- Teamwork and coordinating with seniors
- Honesty and responsibility

4 How to get there

- 1 Pass Class 10 (Matriculation) from any recognised board.
- 2 Apply online for the SSC MTS notification at ssc.gov.in.
- 3 Take the computer-based exam (maths, reasoning, GK, English).
- 4 Clear the physical test for Havaladar posts (if applicable).
- 5 Get appointed after merit list and document verification.

MAIN EXAMS

- SSC MTS & Havaladar recruitment exam (national level)

5 Where to study

GOVERNMENT INSTITUTES

- Government Senior Secondary Schools — Across Rajasthan

ONLINE

- 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/>)
- Adda247 (SSC MTS) — 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://www.adda247.com>)
- Testbook — 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://testbook.com>)

FEES

Schooling up to Class 10 is nearly free in government schools. The SSC MTS application fee is about ₹100, waived for women, SC/ST and PwD candidates. Coaching is optional.

SCHOLARSHIPS

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

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

6 What the work is like

WHERE YOU WORK

In various ministries, departments and central government offices — such as post offices, income tax offices, courts, etc.

WORK CULTURE

Mostly desk-based support work with some local movement. You assist senior officers and do not manage a team. 5–6 days a week, 8–9 hours a day. Opportunities exist for persons with disabilities too.

WHO HIRES

- Central ministries and departments
- Income Tax and Customs departments (CBDT/CBIC)
- Paramilitary and defence offices
- India Post (Department of Posts)
- Central Secretariat and regional offices
- Courts and other government offices

DEMAND (2026)

Thousands of posts are filled every year through SSC MTS, making it an accessible and stable government opportunity for Class-10-pass youth in rural Rajasthan. One thing to be clear about — the "demand" described above counts posts, not your chance of getting one. Selection is by open competition and the number of applicants runs to many times the number of posts, so most candidates are not selected in any given recruitment. That is not an argument against this career; it is an argument against making it your only plan. Keep studying or building a skill alongside your preparation, so that the year is not lost whichever way the result goes.

7 Career growth

- 1 Multi-Tasking Staff (MTS)
- 2 Lower Division Clerk (LDC)
- 3 Upper Division Clerk (UDC)
- 4 Assistant / Senior Assistant

5 Section Officer

EARNINGS

Starting	₹18,000 (मूल, लेवल-1)
Mid level	₹30,000/माह
Senior level	₹45,000+/माह

The starting figure is BASIC PAY — the entry basic at pay matrix Level 1 — so that it can be compared directly against other careers. Dearness allowance (60% of basic since 1 January 2026) and house rent allowance are added on top of it, so take-home pay is appreciably higher. The mid-level and senior figures are approximate monthly income including allowances, not basic pay. Pay Level-1 under the 7th Pay Commission (₹18,000–₹56,900) plus dearness and other allowances. Figures are indicative. The figures above rest on the 7th Central Pay Commission matrix, which is what applies as of 16 August 2026. The Union Cabinet approved the Terms of Reference of the 8th Central Pay Commission on 28 October 2025, and it must report within 18 months of its constitution. It has not reported yet, so no revised pay scale exists — but these figures will change. Dearness allowance has been 60% of basic pay since 1 January 2026.

8 The good parts · The challenges

The good parts

- Secure government job with pension and benefits
- Accessible right after Class 10, low entry barrier
- Promotion up to clerk and officer via departmental exams

The challenges

- Starting salary is modest
- Work is often repetitive and support-oriented
- Competition in the exam is high

9 Real-life journeys

Asha Kandara

Former sanitation worker, now Deputy Collector (RAS)

A sanitation worker with the Jodhpur Municipal Corporation and a single mother of two, Asha Kandara swept streets by day and studied at night. In 2021 she cleared the RAS exam to become a Deputy Collector — proof that a humble Group-D job can be a stepping stone to bigger things.

The Better India · <https://thebetterindia.com/258818/asha-kandara-sweeper-jodhpur-rajasthan-administrative-service-viral-story/>

Manoj Kumar Sharma**Former peon, now IPS officer**

From a village in Morena, Madhya Pradesh, Manoj Kumar Sharma worked as a library peon and tempo driver during his struggling years. After repeated attempts he cleared UPSC with AIR 121 in 2005 to become an IPS officer. His journey inspired the film '12th Fail'.

IPS Biography · <https://ipsbiography.com/manoj-kumar-sharma-ips-biography/>

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.

- Gramin Dak Sevaks

11 Sources & further reading

1. SSC official website — <https://ssc.gov.in>
2. Rajasthan Career Guidance (source) — <https://cg.rajasthan.gov.in/careerguidance/hi/career/%e0%a4%ae%e0%a4%b2%e0%a5%8d%e0%a4%9f%e0%a5%80-%e0%a4%9f%e0%a4%be%e0%a4%b8%e0%a5%8d%e0%a4%95%e0%a4%bf%e0%a4%82%e0%a4%97-%e0%a4%b8%e0%a5%8d%e0%a4%9f%e0%a4%be%e0%a4%ab-multi-tasking-staff/>
3. National Scholarship Portal — <https://scholarships.gov.in>
4. 8th Central Pay Commission — Cabinet approval of the Terms of Reference (PIB, 28 October 2025) — <https://www.pib.gov.in/PressReleasePage.aspx?PRID=2183289>

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