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सूचना सहायक (सूचना प्रौद्योगिकी एवं संचार विभाग, राजस्थान)

The Informatics Assistant runs the computer and e-governance work in Rajasthan government offices — data entry and verification on e-Mitra, Jan Aadhaar, RajKaj and departmental portals, sorting out small hardware and network...



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प्रधानाचार्य, डाइट बाड़मेर
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वरिष्ठ व्याख्याता, डाइट बाड़मेर (सहयोग)
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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

The Informatics Assistant runs the computer and e-governance work in Rajasthan government offices — data entry and verification on e-Mitra, Jan Aadhaar, RajKaj and departmental portals, sorting out small hardware and network problems, and giving the office's staff technical help. Recruitment is by the Rajasthan Staff Selection Board, and this is one of the very few state posts built specifically for a student with a computer or electronics degree. Know one thing first — the age window for this post is 21 to 25, only four years. No other post on this portal closes that fast.

2 At a glance

Minimum qualification	A graduate or higher degree in Computer Science, Computer Engineering, Computer Applications, Electronics, Electronics & Communication or Information Technology
Recruiting body	Rajasthan Staff Selection Board (RSSB), Jaipur
Age limit	21 attained and 25 not attained — the narrowest age window among these 21 posts — the upper limit is relaxed for reserved categories and for women (detail below)
Starting salary	Pay matrix level not officially confirmed — see the advertisement
Demand	Press reports put the 2023 cycle at 2,730 posts, later raised to 3,415; 100% direct recruitment

3 What you need

INTERESTS

- An interest in computers, software and networks
- Work that gets government services to people

- Keeping data and records in order

ABILITIES

- Fast, accurate typing in both Hindi and English
- Spotting a technical problem and reasoning your way to a fix
- Holding attention long enough to handle data without errors

KEY SKILLS

- Speed and accuracy in Hindi (KrutiDev/Unicode) and English typing
- Working the state portals — e-Mitra, Jan Aadhaar and RajKaj
- MS Office, spreadsheets and accuracy in data entry
- Troubleshooting common computer hardware and printer problems
- Managing the local network, internet connectivity and backups
- Pulling reports from a database and verifying the figures
- Cyber security and keeping government data confidential

4 How to get there

- 1 Pass Class 12. Science or mathematics makes the degree ahead easier, though a BCA is usually open to any stream.
- 2 Take a degree in one of the prescribed subjects — BCA, B.Sc. (Computer Science), B.Tech. (CSE/IT/ECE) or Electronics. Note that a general degree in any other subject does not make you eligible for this post.
- 3 Work out the age arithmetic in advance. An upper limit of 25 means applying as soon as the degree is finished — there is no time to wait.
- 4 Practise Hindi and English typing regularly; the typing test is a separate stage of selection.
- 5 Apply online through the SSO portal when the advertisement is issued, and sit the written examination.
- 6 After the written examination, clear the typing test and document verification, and join the department.

MAIN EXAMS

- The RSSB Informatics Assistant written examination — its marking scheme, duration and syllabus are published in that cycle's advertisement. It generally covers general knowledge, reasoning and computer subjects.
- The degree itself is the eligibility — no additional computer certificate (RS-CIT and the like) substitutes for the degree on this post.
- The typing test — a separate stage for candidates who clear the written examination. In the 2023 cycle the board issued a separate roll-number list of candidates selected for the typing test.
- Relaxation in the upper age limit — 5 years for male candidates of the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Sections; 5 years for women candidates of the General category; and 10 years for women candidates of those same categories. Which means plainly that the bare figure printed against a post understates a reserved-category woman's eligibility by a decade — if you are in that category, work out your eligibility only after adding the relaxation. In Rajasthan, 30% of the posts in direct recruitment are reserved category-wise for women candidates. Widows and divorced women have no upper age limit at all — the rules say it in those words. It is Rule 13(9) of the Rajasthan State and Subordinate Services (Direct Recruitment by Combined Competitive Examination) Rules 1999, it appears again as the same proviso in the Rajasthan Medical & Health Subordinate Service Rules, and RPSC advertisements reproduce it. A widow must furnish a certificate of the death of her husband from the competent authority, and a divorced woman the proof of divorce. The exact terms of relaxation and reservation are given in that recruitment's own advertisement.

5 Where to study**GOVERNMENT INSTITUTES**

- Government colleges and polytechnics — BCA, B.Sc. (Computer Science), diploma routes — In every division and most districts (<https://hte.rajasthan.gov.in/>)

- Rajasthan Technical University, Kota — B.Tech. CSE / IT / ECE — Kota and the affiliated government engineering colleges (<https://www.rtu.ac.in/>)
- Government ITI — COPA trade, for typing and computer practice — All districts of Rajasthan

ONLINE

- सूचना प्रौद्योगिकी एवं संचार विभाग, राजस्थान — The department this post belongs to (<https://doitc.rajasthan.gov.in/>)
- ई-मित्र — राजस्थान की नागरिक सेवा प्रणाली — To understand the day-to-day work in advance (<https://emitra.rajasthan.gov.in/>)
- नीलिट (NIELIT) — कंप्यूटर पाठ्यक्रम एवं प्रमाण-पत्र — A Government of India institute (<https://www.nielit.gov.in/>)
- आर.एस.एस.बी. — पिछले प्रश्न-पत्र, उत्तर कुंजी व पाठ्यक्रम (निःशुल्क) — The Staff Selection Board's own site — the most reliable free preparation material there is (https://rsmssb.rajasthan.gov.in/show_archived?menuName=Xj4lCb9vGxpQnfls%2FxlZ2g%3D%3D)
- विभागीय सेवा नियम (कार्मिक विभाग) — पद की योग्यता व आयु मूल दस्तावेज़ में पढ़ें — The Department of Personnel publishes the service rules for every cadre. Read these before any coaching material — qualification, age and the method of recruitment are settled here and nowhere else. (<https://dop.rajasthan.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://ndli.iitkgp.ac.in/>)
- एन.सी.ई.आर.टी. — निःशुल्क पाठ्यपुस्तकें — The foundation for general knowledge, maths and science (<https://ncert.nic.in/>)

FEES

A BCA or B.Sc. (Computer Science) at a government college costs roughly Rs 8,000 - 25,000 a year; a B.Tech. at a government engineering college costs more. This is the most expensive qualification among these 21 posts, so look up the scholarship and fee-reimbursement schemes early. The examination fee is a few hundred rupees. Typing practice can be done at home on free software or in an ITI's COPA laboratory.

SCHOLARSHIPS

- Mukhyamantri Anuprati Coaching Yojana (free coaching, apply via SSO) (<https://sso.rajasthan.gov.in/signin>)
- Rajasthan Social Justice and Empowerment Dept scholarships (<https://sje.rajasthan.gov.in/>)
- National Scholarship Portal (NSP) (<https://scholarships.gov.in/>)
- Buddy4Study scholarship search (<https://www.buddy4study.com>)

6 What the work is like

WHERE YOU WORK

Departmental offices of the state government, district collectorates, panchayat samiti and tehsil offices, e-Mitra and Atal Seva Kendras, and branches of the Secretariat. The posting can be in any department, because this cadre is shared across the state.

WORK CULTURE

This is office work — regular hours, seated, centred on a computer. When a new government scheme starts, elections come round or a survey is running, the data-entry load rises sharply and late hours follow. In the office you are the person who knows the technology, so every computer problem large or small comes to you — which is both a burden and a standing. The post is regarded as convenient for women, because the work is indoors and to fixed hours.

WHO HIRES

- Department of Information Technology & Communication, Government of Rajasthan
- District collectorates and sub-divisional offices
- The state information bodies and e-governance projects
- All departments and directorates of the state government
- Panchayati Raj institutions and urban local bodies
- RajCOMP Info Services Limited (a state undertaking)

DEMAND (2026)

Nearly every government service in Rajasthan now runs on portals such as e-Mitra, Jan Aadhaar and RajKaj, so every office needs permanent staff who know computers. Under the service rules the post is filled 100% by direct recruitment — the whole cadre is open to outside candidates. For the 2023 cycle, press reports first put the figure at 2,730 posts and later at 3,415; those numbers come from newspapers and should be confirmed against the board's own advertisement. The real constraint is not the number of posts but the four-year age window of 21 to 25 — once the degree is finished you usually have only three or four attempts left. 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 Informatics Assistant (on probation) — posted to a departmental office
- 2 Programmer — the next level in the same service rules
- 3 Analyst-cum-Programmer (Deputy Director)
- 4 Senior technical posts in the Information Technology department

EARNINGS

Starting	विज्ञप्ति में घोषित पे मैट्रिक्स स्तर के अनुसार
Mid level	₹35,000 – ₹45,000 (भत्तों सहित, कुछ वर्षों बाद)
Senior level	₹50,000 से अधिक (भत्तों सहित, प्रोग्रामर स्तर पर)

One thing to weigh when comparing — the same degree can start at a higher salary in the private sector, while this offers permanence, retirement benefits and fixed hours. Which of the two to choose depends on a student's circumstances; the job of this page is to make clear what the options actually are. The starting figure is BASIC PAY, 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. Note — in Rajasthan a direct recruit is a probationer-trainee for the first 2 years and is paid a fixed remuneration, not the pay scale; dearness allowance and house rent allowance are not payable in those two years (Rajasthan Service Rules, rule 7(30A)). The full pay scale applies once probation is completed. The pay matrix level for this post could not be confirmed on this page from an official document — it is not in the service rules and not in the CET Rules 2022 schedule. No level is therefore stated here. The correct figure is printed in the official advertisement for the recruitment; check it there before applying. The figures above rest on the Rajasthan 7th pay matrix, which is what applies as of 17 August 2026. The Terms of Reference of the 8th Central Pay Commission were approved on 28 October 2025 and it must report within 18 months of its constitution. State governments normally adopt a Central Pay Commission with modifications, and later than the Centre does — so Rajasthan pay will be revised too, though by how much and when is not yet settled.

8 The good parts · The challenges

The good parts

- A state-level post built for students with a computer or electronics degree
- 100% direct recruitment, with thousands of posts in a single cycle
- Indoor work to fixed hours — it fits around family life

The challenges

- The age window is only 21 to 25 — the narrowest on this portal
- A general degree does not qualify; only the prescribed technical subjects count
- The recruitment can be held up by litigation — the 2023 cycle was stayed for a long period

9 Sources & further reading

1. Rajasthan Computer State and Subordinate Service Rules, 1992 (Department of Personnel) — https://dop.rajasthan.gov.in/writer/eaddata/modulCategory/202305080602428172954Doit1992_merged.pdf
2. Department of Information Technology & Communication, Government of Rajasthan — <https://doitc.rajasthan.gov.in/>
3. e-Mitra — the Rajasthan citizen services portal — <https://emitra.rajasthan.gov.in/>
4. Rajasthan Staff Selection Board (official) — <https://rssb.rajasthan.gov.in/>
5. Department of Personnel, Rajasthan — service rules — <https://dop.rajasthan.gov.in/>
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>



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