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लिपिक ग्रेड-II — राजस्थान सचिवालय

Clerk Grade-II is the entry post of the Rajasthan Secretariat's ministerial service — the door through which someone begins working at the state government's headquarters. The Secretariat is where the state's policy is made:...



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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

Clerk Grade-II is the entry post of the Rajasthan Secretariat's ministerial service — the door through which someone begins working at the state government's headquarters. The Secretariat is where the state's policy is made: departmental files run here, the decisions of ministers and secretaries are recorded here, and the orders that go on to apply across the state issue from here. The work of the post is correspondence, file handling, records and data. The most important thing about this route is its structure: in the Secretariat's ministerial service, direct recruitment happens at this one post and nowhere else. Every post above it — Clerk Grade-I, Assistant Section Officer, Section Officer — is filled wholly by promotion. So anyone who wants to become an officer in the Secretariat begins here and climbs; there is no other point of entry.

2 At a glance

Minimum qualification	Two conditions together — (A) Senior Secondary from a recognised Board or its equivalent, and (B) one of a listed set of computer qualifications, which includes RSCIT and also "Senior Secondary with Computer Science or Computer Application as one of the subjects"
Recruiting body	Rajasthan Staff Selection Board (RSSB) — the service is the Rajasthan Secretariat Ministerial Service
Age limit	18 to 40 years — but reckoned on the 1st APRIL following the last date for applications, not the 1st January (Service Rules 1970, rule 9) — the upper limit is relaxed for reserved categories and for women (detail below)
Starting salary	The service rules give no pay matrix level — rule 33 leaves pay to be set by reference; see the advertisement
Demand	85% by direct recruitment and 15% by promotion — this is the only directly recruited post in the Secretariat ministerial service

3 What you need

INTERESTS

- An interest in office work, records and orderly written work
- Advancing by staying a long time in one organisation
- Seeing the government's policy process at close quarters

ABILITIES

- Care and accuracy — what is written on a Secretariat file becomes an order later
- Practical competence on a computer — it is a condition of the rule as well
- A grip on language, particularly Hindi, since government correspondence runs in it

KEY SKILLS

- File handling, noting and correspondence
- Maintaining records and data
- Discretion, since Secretariat material is often pre-decisional
- Typing and office software on a computer
- An understanding of government office procedure — learnt in service
- General awareness and reasoning — the basis of the Board's written examination

4 How to get there

- 1 Pass Senior Secondary (Class 12) or an equivalent examination from a recognised Board. There is no stream condition.
- 2 Complete the computer qualification as well, because the rule joins it with "and" — it is a second compulsory condition, not an alternative. The accepted qualifications include: a DOEACC "O" or Higher Level certificate; NIELIT New Delhi's Computer Concept certificate; a COPA or DPCS certificate; a Degree, Diploma or Certificate in Computer Science or Computer Application; a polytechnic Diploma in Computer Science & Engineering; and RSCIT.
- 3 One option here can be chosen as early as Class 11 and saves all the later trouble: the accepted list includes "a Senior Secondary certificate with Computer Science or Computer Application as one of the subjects". So a student who took computer science in Classes 11 and 12 satisfies both conditions — (A) and (B) — with the same certificate and needs no separate course at all. That small point makes the Class 11 subject choice directly consequential for this post.
- 4 The rule also adds a flexibility: "or any equivalent or higher qualification recognised by the Government". Alongside it, the rule states that the decision of the Rajasthan Staff Selection Board or the Appointing Authority on a candidate's computer qualification shall be final. So a qualification not named in the list but higher than it may be accepted — but that judgement is the Board's, not yours.
- 5 Your age must be between 18 and 40, and one thing here is unusual and deserves attention: it is reckoned on the 1st April following the last date for applications, whereas most Rajasthan service rules count from the 1st January. That is a three-month difference and for a candidate on the borderline it can be decisive.
- 6 Apply online when the Rajasthan Staff Selection Board's advertisement appears.

MAIN EXAMS

- To understand this post, look first at the structure of the Secretariat's ministerial service, because that is what sets this route apart. Under the Schedule, Clerk Grade-II is filled 85% by direct recruitment and 15% by promotion. Above it, Clerk Grade-I is filled 100% by promotion, and Assistant Section Officer also 100% by promotion — after five years of service as Clerk Grade-I. So the whole service has exactly one point of entry from outside, and this post is it. Anyone who wants to be a Section Officer in the Secretariat has no direct recruitment available; they begin here and go up.
- The qualification condition needs reading in full, because its second half is easily missed. The rule says (A) Senior Secondary, "and" (B) one of a listed set of computer qualifications. That is "and", not "or" — a Class 12 pass alone is not enough. The list of accepted computer qualifications is long and generous, and includes something as short and inexpensive as RSCIT, so the condition is not hard — but it is compulsory, and it is wise to satisfy it in advance rather than when an advertisement appears.
- Inside that ladder sits an arrangement few people know about, and it makes this post unusually attractive. Promotion to Clerk Grade-I runs on two quotas: 67% by seniority-cum-merit, and 33% by a departmental competitive examination held under rule 26-A. To sit that examination a graduate needs three years of service, while others need seven. The plain consequence is that someone recruited on Class 12 who completes a graduation while in service can sit the examination at three years and overtake the seniority queue. That is the direct, measurable return on continuing to study after joining the Secretariat.
- A sequence of renames is recorded in this service and knowing it helps when reading older material. "Lower Division Clerk" became "Clerk Grade-II" on 30.09.2014; "Upper Division Clerk" became "Clerk Grade-I" the same day; and "Assistant" became "Assistant Section Officer" on 27.05.2011. If you meet the older names anywhere, they are describing these posts.

- One thing should be said honestly about the direct-recruitment share. The proportion has been changed four times in the rules and always in the same direction: it was 95% direct, then 90%, then 87.5%, and now 85%. The promotion share has grown gradually. It is not a dramatic change and 85% remains a very large share, but the direction is worth knowing.
- 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

- Any recognised Board — the qualification is Senior Secondary, with no stream condition — Including the Rajasthan Board of Secondary Education (<https://rajeduboard.rajasthan.gov.in/>)
- RS-CIT centres of Rajasthan Knowledge Corporation Limited — the cheapest way to satisfy the computer condition — In every district of Rajasthan (<https://www.rkcl.in/>)
- Government ITIs and polytechnics — COPA, DPCS and computer diplomas, all of which the rule accepts — In many districts of Rajasthan (<https://dte.rajasthan.gov.in/>)
- Rajasthan State Open School — for completing Class 12 alongside work; reached through the School Education Department portal — Jaipur and district centres (<https://education.rajasthan.gov.in/>)

ONLINE

- कार्मिक विभाग, राजस्थान — सचिवालय मंत्रालयिक सेवा नियम, 1970 — Read the qualification, age and promotion conditions here in the original (<https://dop.rajasthan.gov.in/>)
- राजस्थान कर्मचारी चयन बोर्ड — विज्ञप्ति, पाठ्यक्रम एवं पिछले प्रश्न-पत्र — This is the Board that conducts the recruitment (<https://rssb.rajasthan.gov.in/>)
- राजस्थान सचिवालय — जिस कार्यालय में यह पद है — Jaipur, Rajasthan (<https://rajasthan.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://ndl.iitkgp.ac.in/>)
- एन.सी.ई.आर.टी. — निःशुल्क पाठ्यपुस्तकें — The foundation for general knowledge, maths and science (<https://ncert.nic.in/>)

FEES

This route is very accessible financially, for a straightforward reason: the qualification is Class 12 plus one computer certificate. Class 12 at a government school costs next to nothing, and if schooling was interrupted it can be completed alongside work through the State Open School. There are several ways to satisfy the computer condition and their costs differ greatly, so choose deliberately: RSCIT costs a few thousand rupees and is available in every district; the COPA trade at a government ITI is also inexpensive; and the cheapest route of all is to take Computer Science or Computer Application as a subject back in Class 11, because then the Class 12 certificate itself satisfies both conditions and nothing extra is spent at all. For a student currently in Class 10 who is thinking about government clerical service, that is the single most useful thing to know. For examination preparation the Board publishes the syllabus and past papers free. And one point for later: completing a graduation after joining is not merely education but a question of how fast you are promoted — in the departmental examination a graduate gets the opportunity at three years and others at seven.

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

The Rajasthan Secretariat at Jaipur — the state government's headquarters — and the departmental offices attached to it. The work is entirely indoors and the posting stays in Jaipur, which is a notable feature of this post.

WORK CULTURE

Work in the Secretariat differs from any other office in the state and that is worth understanding. The file that moves here is usually not about one person's case but about policy that will apply across the state — so the pace is comparatively slow and the procedure intensely formal, and there is frustration in that. On the other hand it is exactly the attraction: even at clerk level you are close to the papers on which the state's decisions are made, and an understanding of how government actually works builds here far faster than it would in a district office. The routine is settled, the hours regular, and the posting stays in Jaipur, so there is no worry about repeated transfers. That stability matters a great deal to anyone wanting to keep studying alongside — and in this service study has a direct return. One more thing honestly: in the early years the work is repetitive and responsibility is limited. The real value of this post is not in its first year but in the ladder it stands at the bottom of.

WHO HIRES

- The Rajasthan Secretariat, Jaipur — the state government's headquarters
- Attached offices of the state government
- The departmental sections and branches under the Secretariat
- Equivalent ministerial cadres exist in district collectorates and other departments, though they run under separate service rules

DEMAND (2026)

The Secretariat is the state government's permanent headquarters and the size of its ministerial service stays steady, so the need for this post continues. Three things should be known alongside. First, the competition is very sharp — the qualification is Class 12, the posting is settled in Jaipur, and the ladder runs to Section Officer; those three together make applicant numbers very large. Second, recruitment does not come at regular intervals and the number of vacancies depends on the size of the service, which is not large. Third, the direct-recruitment share has been reduced four times in the rules — from 95% to 85% — so the direction is worth knowing, though 85% remains a very large share. Against that the advantage is real: the same preparation keeps Rajasthan's other clerical recruitments open — Junior Assistant, Junior Accountant, and the ministerial posts of various departments — because their syllabus and level are largely shared. The number of posts describes the service's requirement, not your chances of selection. 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** Clerk Grade-II — the entry post, 85% by direct recruitment; the only door into the Secretariat ministerial service from outside
- 2** Clerk Grade-I — 100% by promotion, in two quotas: 67% by seniority-cum-merit and 33% by the departmental competitive examination under rule 26-A (three years of service for graduates, seven for others)
- 3** Assistant Section Officer — 100% by promotion, on five years of service as Clerk Grade-I
- 4** Section Officer and above — the senior level of the Secretariat ministerial cadre

EARNINGS

Starting	विज्ञप्ति में घोषित पे मैट्रिक्स स्तर के अनुसार
Mid level	₹30,000 - ₹45,000 (भत्तों सहित, लिपिक ग्रेड-I के स्तर पर)
Senior level	₹55,000 से अधिक (भत्तों सहित, सहायक अनुभाग अधिकारी एवं उससे ऊपर)

The 1970 service rules do not give a pay matrix level for this post — rule 33 says only that the scale shall be such as is admissible under the rules referred to in rule 36, or as the Government may sanction from time to time. So no starting figure is printed on this page; it will be in that cycle's advertisement, which is the only reliable source for it. The mid-level and senior figures above are approximate and are not confirmed from any official pay statement; read them as a direction, not a promise. One thing is worth keeping in view: the real economic value of this post lies not in its starting pay but in the ladder it stands at the bottom of — because every post above it is filled wholly by promotion, and completing a graduation while in service speeds that promotion up through the departmental examination. 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 posting settled in Jaipur — no worry about repeated transfers, unlike most state services
- The only door into the Secretariat ministerial service, with a ladder running to Section Officer
- A direct return on completing a graduation in service — the departmental examination at three years instead of seven
- Taking computer science in Class 11 satisfies both qualification conditions with one certificate

The challenges

- Class 12 alone is not enough — the computer qualification is a compulsory condition joined by "and"
- Age is reckoned on 1 April, not 1 January — on the borderline that difference can decide
- Repetitive work and limited responsibility in the early years
- The direct-recruitment share has been reduced four times in the rules — from 95% to 85%

9 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.

- Lower Division Clerk / Junior Assistant (Rajasthan)
- Stenographer and Personal Assistant Grade-II (Government of Rajasthan)
- Jamadar Grade II (Excise Department, Preventive Branch, Rajasthan)

10 Sources & further reading

1. Department of Personnel, Rajasthan — Rajasthan Secretariat Ministerial Service Rules, 1970 — https://dop.rajasthan.gov.in/writereaddata/modulCategory/202305180358339564812Sectt.min.1970_merged.pdf
2. Rajasthan Staff Selection Board — advertisements — <https://rssb.rajasthan.gov.in/advertisements>
3. Rajasthan Knowledge Corporation Limited — RS-CIT — <https://www.rkcl.in/>
4. Department of Personnel, Rajasthan — the service rules collection — <https://dop.rajasthan.gov.in/>
5. Rajasthan Staff Selection Board (official) — <https://rssb.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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