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Junior Judicial Assistant is the entry post of the Rajasthan High Court's staff establishment. A court does not run on judges alone — the file of every case, the copies of orders, the cause list, the records and the...



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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

Junior Judicial Assistant is the entry post of the Rajasthan High Court's staff establishment. A court does not run on judges alone — the file of every case, the copies of orders, the cause list, the records and the correspondence with parties are all carried by a permanent staff establishment, and this post is the base of it. It is one of the few routes by which any graduate — from arts, commerce or science — can work inside the judiciary directly, without a law degree. The Court recruits for it itself, through its own competitive examination, under its own service rules rather than the state Department of Personnel's. That distinction is a practical one: the advertisement, the syllabus and the results all appear on the High Court's own website, not on the Rajasthan Staff Selection Board's.

2 At a glance

Minimum qualification	A graduate of any University established by law in India, or a recognised equivalent, and basic knowledge of computer — the rule names no particular certificate
Recruiting body	The Rajasthan High Court — the Court recruits directly, under its own Staff Service Rules, 2002
Age limit	18 to 40 years, on the 1st January following the last date for applications (rule 8) — the upper limit is relaxed for reserved categories and for women (detail below)
Starting salary	The service rules give no pay matrix level — see the advertisement
Demand	Direct recruitment by competitive examination, but 15% of vacancies are reserved for promotion and up to a further 15% may be filled by absorption at the Chief Justice's discretion

3 What you need

INTERESTS

- An interest in courts, legal procedure and record work
- Working inside the judiciary without a law degree
- Orderly, careful written work

ABILITIES

- Accuracy — a slip in a court record affects a party's case
- Speed and accuracy on a computer — it is separately tested in selection
- A grip on both Hindi and English, since both run through the examination and the work

KEY SKILLS

- Data entry on a computer, in English or in both Hindi and English
- Cause lists, copies of orders and correspondence
- General knowledge — a third of the written examination
- Maintaining court files and records
- Ordinary writing in Hindi and English
- Discretion and impartiality, since the material concerns pending cases

4 How to get there

- 1 Pass Class 12 in any stream, then take a graduation in any subject. The rule says only that the candidate must be a graduate of any University established by law in India or have passed a recognised equivalent — no subject condition, and no law degree required.
- 2 Note the computer condition, because it is not the same as the one on state government clerical posts. Here the rule asks only for "basic knowledge of computer" and names no particular certificate. Compare: for Clerk Grade-II in the Rajasthan Secretariat the rule gives a list of named qualifications such as RSCIT and one of them is compulsory. Both posts are clerical and look alike side by side, but their conditions differ — so do not infer one from the other.
- 3 The practical consequence is that no certificate needs to be bought for this post. What is actually needed is the ability to work on a computer, and that is separately tested in selection — so put the money into practice rather than into a course.

- 4 Build typing speed on a computer, and start it at the beginning of preparation. The second stage of selection is a speed test requiring a minimum of 8,000 depressions per hour, with data to be fed in English or in both languages, English and Hindi. That test carries 100 marks, split 50 for speed and 50 for efficiency, over ten minutes.
- 5 Your age must be between 18 and 40, reckoned on the 1st January following the last date for applications. Note this is the ordinary reckoning — in the Secretariat ministerial service it falls on the 1st April, so do not treat the two as the same.
- 6 The advertisement appears on the High Court's own website, not on the Rajasthan Staff Selection Board's. Knowing that distinction matters, or a candidate keeps watching the wrong place.

MAIN EXAMS

- Selection runs in two sections and both are compulsory. Section A is the written examination: one paper of 300 marks divided equally in three — Part A Hindi 100, Part B English 100, Part C General Knowledge 100. Each part carries 50 multiple choice questions of two marks each. Duration two hours. What is worth noticing is that language carries two-thirds of the weight — Hindi and English together are 200 marks against 100 for general knowledge. That differs from most clerical recruitments, where general knowledge and mathematics carry the larger share.
- Now the point that causes the most confusion on this post, and the answer is a happy one: the computer condition asks only for "basic knowledge". The rule names no certificate — not RSCIT, not DOEACC, not COPA. The rule formerly carried a list of all of them and a 2014 notification replaced it with this general sentence. Another post in the same rules confirms it: the Junior Personal Assistant qualification carries exactly the same sentence under its own footnote — so the simplification was made across the Court's rules, not on this post alone.
- Section B is the typing speed test on a computer. The minimum speed is 8,000 depressions per hour and the data must be fed in English or in both English and Hindi. It carries 100 marks — 50 for speed and 50 for efficiency — over ten minutes. Only candidates scoring at least 45% in the written examination (40% for specially abled candidates and those from the Scheduled Castes and Tribes) are eligible for this stage, and then only up to fifteen times the number of vacancies. So the written paper does the screening and the typing test counts towards the final decision.
- One thing about vacancies should be known honestly, because the number in an advertisement is not wholly for open competition. Under the rule, 15% of total vacancies is reserved for promotion from among the Court's Class IV employees who have five years of service and have passed Senior Secondary (10+2). A further 15% may be filled at the Chief Justice's discretion by absorption from among the technical staff of the High Court. So the real share available to an outside candidate can be around 70%.

- A whole group of renames happened in 2004 and they cause confusion when reading older material. Lower Division Clerk was renamed Junior Judicial Assistant — that is, this post; Upper Division Clerk became Judicial Assistant; Office Assistant became Senior Judicial Assistant; Stenographer became Junior Personal Assistant; and Superintendent became Administrative Officer Judicial. If you meet the older names anywhere, they are describing these posts.
- 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

- University of Rajasthan and the state universities — a graduation in any subject qualifies — Jaipur, Jodhpur, Udaipur, Ajmer and Kota (<https://uniraj.ac.in/>)
- Government colleges across Rajasthan — B.A., B.Com. and B.Sc. at very low fees — In nearly every district (<https://hte.rajasthan.gov.in/>)
- Vardhman Mahaveer Open University, Kota — for completing a graduation alongside work — Kota, Rajasthan (<https://www.vmou.ac.in/>)
- Government ITIs and polytechnics — computer and data entry practice at low cost, though no certificate is required for this post — In many districts of Rajasthan (<https://dte.rajasthan.gov.in/>)

ONLINE

- राजस्थान उच्च न्यायालय — भर्ती की सूचनाएँ यहीं आती हैं, बोर्ड की साइट पर नहीं — Jodhpur and the Jaipur Bench (<https://hcraj.nic.in/hcraj/recruitment.php>)
- राजस्थान उच्च न्यायालय — नियमावली, जिसमें कर्मचारी सेवा नियम 2002 भी है — Read the qualification and examination scheme in the original (<https://hcraj.nic.in/hcraj/rules.php>)
- राजस्थान उच्च न्यायालय — मुख्य वेबसाइट — The Court's official portal (<https://hcraj.nic.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 is among the cheapest graduate-level routes on this portal, for one specific reason. The qualification is a graduation in any subject, which costs very little at Rajasthan's government colleges and is available in nearly every district; if study must run alongside work it can be done through Vardhman Mahaveer Open University, Kota. And the computer condition costs nothing here: the rule asks only for "basic knowledge" and names no certificate, so there is no need to buy RSCIT or any other course. That differs from several other clerical posts on this portal where such a certificate is compulsory — and it is exactly that difference which makes this post reachable for students who cannot afford a course fee. The investment genuinely needed is time: regular typing practice on a computer, because the second stage requires 8,000 depressions per hour and that comes from practice rather than from any course. It can be done free on any ordinary computer. Work on both Hindi and English as well, since 200 of the written paper's 300 marks belong to those two languages. One warning: do not pay any middleman who claims he can arrange a recruitment — selection happens only through the Court's own examination.

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 High Court — the principal seat at Jodhpur and the Jaipur Bench. The work is entirely within the court premises.

WORK CULTURE

Court staff work has a rhythm of its own and it is worth understanding. The day is bound to the court's hours: cause lists, files, copies of orders, and dealing with advocates and litigants. The pressure is seasonal — deadlines tighten on busy hearing days and in the period before a vacation. A feature of the post is that accuracy matters more here than in ordinary clerical work: a date, a name or an order you enter into a record becomes part of somebody's case, and a slip in it is borne by that person. That is why discretion and impartiality are professional disciplines here rather than formalities — staff see material in pending matters. The setting is formal and the hierarchy clear. What comes back is unusual: permanent service inside the judiciary without a law degree, a close understanding of court procedure, and an institution that has its own service rules and recruits its own staff.

WHO HIRES

- The Rajasthan High Court — the principal seat at Jodhpur
- The Rajasthan High Court — the Jaipur Bench
- The ministerial cadres of the subordinate courts, which run under separate rules — the District Courts Ministerial Establishment Rules, 1986
- The State Legal Services Authority and bodies attached to the courts

DEMAND (2026)

The High Court's staff establishment is permanent and its work never ends, so the need for this cadre continues. Three things should be known honestly alongside. First, the cadre is limited in size and recruitment does not come every year — it is not like the Staff Selection Board's large regular recruitments, so it cannot be depended on alone. Second, the vacancies in an advertisement are not wholly for open competition: 15% is reserved for promotion and up to 15% may be filled by absorption. Third, the competition is sharp, because the qualification is simply a graduation with no certificate required — that very accessibility raises the number of applicants. Against it the advantage is real: the same graduate qualification and the same preparation — Hindi, English, general knowledge and computer typing — also serve the Rajasthan Secretariat clerk, junior assistant, and the ministerial posts of the subordinate courts. The number of posts describes the Court'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 Junior Judicial Assistant — the entry post (called Lower Division Clerk before 2004)
- 2 Judicial Assistant — by promotion (formerly Upper Division Clerk)
- 3 Senior Judicial Assistant — on further promotion (formerly Office Assistant)
- 4 Administrative Officer Judicial and above — the senior level of the Court's establishment (formerly Superintendent)

EARNINGS

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

The 2002 Staff Service Rules do not give a pay matrix level for this post — the rules leave the scale to the Chief Justice's orders and to other rules. 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: this is the Court's own cadre and its conditions of service fall under a different set of rules from the state government's clerical cadres, so the pay of the two should not be compared directly without looking at the advertisement. 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

- No certificate is required for the computer condition — only basic knowledge, unlike several clerical posts on this portal
- Permanent service inside the judiciary without a law degree, open to a graduate in any subject
- The posting stays settled at Jodhpur or Jaipur
- Language carries two-thirds of the written paper — favourable for a Hindi-medium candidate

The challenges

- 15% of vacancies reserved for promotion and up to 15% by absorption — the open-competition share is smaller
- Recruitment does not come every year and the cadre is limited in size
- The typing speed test is compulsory — 8,000 depressions per hour, which takes months of practice
- The advertisement appears on the Court's own site, so candidates watching the Board's site miss it

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.

- Stenographer and Personal Assistant Grade-II (Government of Rajasthan)
- Clerk Grade-II — Rajasthan Secretariat
- Patwari (Revenue Department, Rajasthan)

10 Sources & further reading

1. Rajasthan High Court — Staff Service Rules, 2002 (as amended upto 22.07.2026) — https://hcraj.nic.in/hcraj/hcraj_admin/uploadfile/rule/upload178479922536.pdf
2. Rajasthan High Court — recruitment — <https://hcraj.nic.in/hcraj/recruitment.php>
3. Rajasthan High Court — rules — <https://hcraj.nic.in/hcraj/rules.php>
4. Rajasthan High Court — main website — <https://hcraj.nic.in/>
5. Rajasthan Staff Selection Board (official) — <https://rssb.rajasthan.gov.in/>
6. Department of Personnel, Rajasthan — service rules — <https://dop.rajasthan.gov.in/>
7. 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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