



कनिष्ठ निजी सहायक (आशुलिपिक) — राजस्थान उच्च न्यायालय

Junior Personal Assistant is the Rajasthan High Court's stenographer post — the employee who takes a judge's dictation in shorthand and then transcribes it on a computer. In a court this work differs from ordinary office typing:...



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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 Personal Assistant is the Rajasthan High Court's stenographer post — the employee who takes a judge's dictation in shorthand and then transcribes it on a computer. In a court this work differs from ordinary office typing; the orders and judgments that are spoken become legal documents, so exactness of wording matters unusually here. The Court fills this post itself too, through its own competitive examination, under its Staff Service Rules of 2002. One feature of the post is never advertised anywhere and is decisive to know: recruitment runs in two language groups — English and Hindi — and the Hindi group is easier on both of the measures the rules set. In English the dictation is given at 80 words per minute with 60 minutes to transcribe it; in Hindi the speed is 70 words per minute and the time is 70 minutes.

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 certificate
Recruiting body	The Rajasthan High Court — the Court recruits directly, under its 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	Recruitment in two language groups — dictation at 80 words per minute in English and 70 in Hindi; a computer speed test is compulsory with either

3 What you need

INTERESTS

- An interest in language, dictation and exactness in words
- Building a skill of speed and accuracy
- Working close to court proceedings and legal documents

ABILITIES

- The ability to write at speed while listening — the core skill of the post
- Concentration and patience — long proceedings must be taken without a slip
- A strong grip on the chosen language, since dictation must be transcribed in it

KEY SKILLS

- Shorthand — in Hindi or English, whichever group you choose
- Transcribing dictation correctly and readably
- Discretion, since the material concerns pending matters
- Fast, accurate computer typing — a minimum of 8,000 depressions per hour
- Legal and court terminology — learnt in service
- An understanding of court procedure and records

4 How to get there

- 1 Pass Class 12 in any stream, then take a graduation in any subject. The rule asks only for a graduation — no subject condition and no law degree required.
- 2 Now make the decision that settles this whole route: which language you will learn shorthand in. Recruitment runs in two groups and their conditions are not equal. In Group A (English) dictation is given for eight minutes at 80 words per minute, with 60 minutes to transcribe it on a computer. In Group B (Hindi) the speed is 70 words per minute and the transcription time is 70 minutes. So Hindi asks ten words a minute less to take down and gives ten minutes more to type it back — both measures favour it.
- 3 The practical consequence for a Hindi-medium student is large. In most competitive examinations on this portal English is an obstacle; here the rule itself keeps the Hindi route easier. If your Hindi is naturally the stronger, choosing Group B is not merely a convenience but an arithmetical decision. Note too that you choose one group only, so the shorthand has to be built in that language — and that takes a year of practice, so the decision is best made early.

- 4 Build computer speed alongside, because Group C is compulsory for everyone whichever language group was chosen. It is a speed test on computer requiring a minimum of 8,000 depressions per hour, with data to be fed in Hindi, in English, or in both. It is held in two papers — Speed and Efficiency — of 50 marks each.
- 5 No certificate needs to be bought for the computer qualification. The rule asks only for "basic knowledge of computer" and names neither RSCIT nor any other course. Note this differs from the Rajasthan Secretariat clerk post, where one of a list of named certificates is compulsory — do not treat the two as the same.
- 6 Your age must be between 18 and 40, reckoned on the 1st January, and the advertisement appears on the High Court's own website — not on the Rajasthan Staff Selection Board's.

MAIN EXAMS

- The structure of selection is unusual and needs understanding. The examination is taken in two alternative groups — Group A or Group B — and Group C must be passed compulsorily alongside. In the rule's words, a candidate is required to pass the subject group of the post applied for and to pass Group C compulsorily. So the choice of language is the same thing as the choice of post — Junior Personal Assistant (English) and Junior Personal Assistant (Hindi) are two different posts.
- The difference does not mean the Hindi post is of lesser value — both are posts in the same service at the same level. It means only that a candidate with roughly equal command of both languages is wiser to choose the Hindi group, and for someone whose Hindi is the stronger the question does not arise. This is a decision to take before beginning to learn shorthand, because changing afterwards is hard.
- Now the comparison that is not available anywhere else and is the most useful part of this page. Group A, English: shorthand dictation of eight minutes at 80 words per minute, 100 marks; then 60 minutes to transcribe and type it on computer in English. Group B, Hindi: shorthand dictation of eight minutes at 70 words per minute, 100 marks; then 70 minutes to transcribe it in Hindi. Both differences run the same way — Hindi is taken down at a lower speed and typed back with more time.
- Group C applies to everyone and should not be taken lightly: a speed test on computer, minimum 8,000 depressions per hour, data in Hindi or English or both, in two papers — Speed and Efficiency — of 50 marks each. It is the same standard as on this Court's Junior Judicial Assistant post, so that part of the preparation is shared between the two and one practice serves both.

- One point about the computer qualification is worth repeating because it is a source of confusion on this portal. Here the rule asks only for "basic knowledge of computer"; it formerly carried a list of DOEACC, COPA, RSCIT and others, and a 2014 notification replaced that list with the general sentence. By contrast, on the Rajasthan Secretariat's Clerk Grade-II post that same list still applies and one of its qualifications is compulsory. Both are clerical cadres doing similar work, but the condition runs the opposite way — so inferring one from the other is expensive here.
- 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.
- A rename is worth recording: before 2004 this post was called "Stenographer" and it was substituted with "Junior Personal Assistant". If you meet "Stenographer" in older advertisements or material, it is describing this post.

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 ITIs and polytechnics — stenography and secretarial practice courses, where the shorthand is actually taught — In many districts of Rajasthan (<https://dte.rajasthan.gov.in/>)
- Vardhman Mahaveer Open University, Kota — for completing a graduation alongside shorthand practice — Kota, Rajasthan (<https://www.vmou.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/>)

ONLINE

- राजस्थान उच्च न्यायालय — भर्ती की सूचनाएँ यहीं आती हैं — Jodhpur and the Jaipur Bench (<https://hcraj.nic.in/hcraj/recruitment.php>)
- राजस्थान उच्च न्यायालय — नियमावली, जिसमें कर्मचारी सेवा नियम 2002 है — Read the speeds and timings of both language groups 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

The educational cost is that of an ordinary graduation and it is very low at Rajasthan's government colleges; if study must run alongside work it can be done through Vardhman Mahaveer Open University, Kota. The computer condition costs nothing here, because the rule asks only for basic knowledge and names no certificate. The real investment is in learning shorthand, and that is where the choice should be made deliberately. Government ITIs and polytechnics offer stenography and secretarial practice courses at very low fees and are the most economical route compared with private institutes. The choice of language affects the cost too: Hindi shorthand asks a lower speed (70 against 80 words per minute) and allows more transcription time (70 minutes against 60), so a Hindi-medium candidate reaches the same target in fewer months — and months are the real currency of this post. Typing practice is free on any ordinary computer, and the same 8,000 depressions per hour standard applies to this Court's Junior Judicial Assistant post, so one practice prepares for two. One warning: do not pay any middleman who claims he can arrange a recruitment.

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 in judges' chambers and within the court premises.

WORK CULTURE

This post works close to a judge and its rhythm is bound to the court's day — dictation during hearings, transcription afterwards, then preparing copies of orders and judgments. The pressure is seasonal: on days when judgments are being delivered, or as a vacation approaches, deadlines tighten. The largest demand of the post is accuracy, and for a reason different from ordinary office work — the words you transcribe become the text of a court order, and an error in them can affect a party's rights. There is no category here of nearly right. Discretion is a professional discipline too, because the content of a judgment is in front of you before it is delivered. The setting is formal and the hierarchy clear. What comes back is unusual: permanent service inside the judiciary without a law degree, the closest possible view of court proceedings, and a skill that holds value both inside the service and outside it.

WHO HIRES

- The Rajasthan High Court — the principal seat at Jodhpur
- The Rajasthan High Court — the Jaipur Bench
- Stenographer posts in the subordinate courts, which run under separate rules
- The stenographer cadres of the state and central governments, where the same skill applies

DEMAND (2026)

Dictation and order-writing in courts is continuous work and the High Court's establishment persists, so the need for this cadre is ongoing. Three things should be known honestly alongside. First, the cadre is small and recruitment does not come every year — it should not be the only plan. Second, this is a specialised-skill post and its arithmetic favours the candidate: applicants are many, but very few actually reach the prescribed shorthand speed, so for someone who does build the speed the competition is not as large as the applicant count suggests. Third, the choice of language changes that arithmetic further — the Hindi group's conditions are easier, so for a Hindi-medium candidate this is among the most favourable routes on this portal. Beyond that, the same skill works in state and central government stenographer recruitment, in the subordinate courts, and in secretarial posts in the private sector, so the preparation does not depend on one post. 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 Personal Assistant — the entry post (called Stenographer before 2004)
- 2 Personal Assistant grade posts — by promotion
- 3 Senior Personal Assistant — on further promotion
- 4 Senior posts in the Court's establishment — through long service and departmental promotion

EARNINGS

Starting	विज्ञप्ति में घोषित पे मैट्रिक्स स्तर के अनुसार
Mid level	₹35,000 - ₹50,000 (भत्तों सहित, कुछ वर्षों की सेवा के बाद)
Senior level	₹60,000 से अधिक (भत्तों सहित, वरिष्ठ स्तर पर)

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. 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 a specialised-skill post, and such posts usually sit above the ordinary clerical grades that ask the same qualification — but this is the Court's own cadre with conditions of service under different rules from the state government's, so do not compare 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

- The Hindi group is easier on both measures — 70 words per minute and 70 minutes to transcribe
- No certificate required for the computer condition — only basic knowledge
- Permanent service inside the judiciary without a law degree, open to a graduate in any subject
- Few actually reach the shorthand speed, so the real competition is smaller than the applicant count

The challenges

- Both shorthand and typing must be built, and shorthand takes a year of practice
- The language group must be chosen at the outset and is hard to change later
- The cadre is small and recruitment does not come every year
- An unusually high demand for accuracy, since the transcribed text becomes a court order

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.

- Junior Judicial Assistant — Rajasthan High Court
- Stenographer and Personal Assistant Grade-II (Government of Rajasthan)
- 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. Directorate of Technical Education, Rajasthan — stenography and secretarial practice courses — <https://dte.rajasthan.gov.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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