



SAARTHI - सारथी

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करियर शीट · CAREER SHEET

कनिष्ठ लिपिक / कनिष्ठ सहायक (राजस्थान)

The Lower Division Clerk, also called Junior Assistant or Clerk Grade-II, is the backbone of almost every department and office of the Rajasthan government. Maintaining files, correspondence, typing, computer data entry, checking...



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श्री चेनाराम चौधरी

प्रधानाचार्य, डाइट बाड़मेर
Principal, DIET Barmer



श्रीमती संघमित्रा

वरिष्ठ व्याख्याता, डाइट बाड़मेर (सहयोग)
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सुरेश कुमार सैन

व्याख्याता (भूगोल) · रा.उ.मा.वि. रामसीन मूंगड़ा



वनिता कुमारी

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व्याख्याता (राजनीति विज्ञान) · रा.उ.मा.वि. टापरा

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 Lower Division Clerk, also called Junior Assistant or Clerk Grade-II, is the backbone of almost every department and office of the Rajasthan government. Maintaining files, correspondence, typing, computer data entry, checking applications and dealing with the public are the core duties. It is the biggest entry route into state government service for Class 12 pass youth - recruitment is done by the Rajasthan Staff Selection Board (RSSB) and a qualified CET Senior Secondary Level score is required.

2 At a glance

Minimum qualification	Class 12 pass + CET Senior Secondary Level + computer certificate (RS-CIT/COPA/'O' Level)
Recruiting body	Rajasthan Staff Selection Board (RSSB), Jaipur
Starting salary	Pay Matrix Level-5, basic pay Rs 20,800
Demand	10,644 posts in the 2026 recruitment - Rajasthan's largest clerical recruitment
Age limit	18–30 under the service rules; relaxation for reserved categories and women — the upper limit is relaxed for reserved categories and for women (detail below)

3 What you need

INTERESTS

- Interest in orderly, rule-based office work
- Computer and typing work
- Helping people and public dealing

ABILITIES

- Fast typing without errors
- Ability to remember files and reference numbers

- An organised and punctual way of working

KEY SKILLS

- Computer typing in both Hindi and English
- File maintenance, correspondence and dak registers
- Rajasthan general knowledge and current affairs
- Courteous conduct and maintaining confidentiality
- Working knowledge of MS Word, Excel and e-mail
- Correct Hindi and general English grammar
- Using e-files, e-Mitra and departmental online portals

4 How to get there

- 1 Pass Class 10, then complete Class 12 in any stream - arts, science or commerce.
- 2 Get a computer certificate - RS-CIT from VMOU Kota, NIELIT 'O' Level, ITI's COPA/DPCS, or Class 12 with computer science.
- 3 Start regular Hindi and English typing practice - this is the decisive stage of selection.
- 4 Qualify the RSSB CET Senior Secondary Level exam; the score stays valid for 3 years.
- 5 Apply when the LDC / Junior Assistant recruitment notification is out and take the main written exam.
- 6 Clear the computer proficiency and typing test and document verification, then join your allotted department.
- 7 Age — 18 attained and 30 not attained. Relaxation in the upper age limit — 5 years for male candidates of the SC, ST, Backward Classes, More Backward Classes and EWS; 5 years for General-category women; and 10 years for women of those same categories. That is the standing position in the service rules; what applies in a particular recruitment is fixed by that recruitment's advertisement, so read the notification before applying. (source: Rajasthan Subordinate Offices Ministerial Service Rules, 1999)

MAIN EXAMS

- CET Senior Secondary Level (RSSB) - the compulsory eligibility test, score valid for 3 years
- Computer proficiency and typing test - speed and accuracy in Hindi and English
- RSSB LDC / Junior Assistant main written examination
- RS-CIT (VMOU Kota) or COPA - for the computer eligibility requirement

- 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

- RKCL - RS-CIT computer course (with VMOU Kota) — IT-Gyan Kendras in every district (<https://www.rkcl.in/>)
- Government ITI - COPA and Stenography trades — All districts of Rajasthan

PRIVATE INSTITUTES

- Local typing and computer institutes — Every tehsil and district headquarters

ONLINE

- RSSB official syllabus and previous papers — Online (<https://rssb.rajasthan.gov.in/>)

- RKCL online computer and typing courses — Online (<https://www.rkcl.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)
- 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

Class 12 at a government school is nearly free. The RS-CIT course costs about Rs 3,000 - 4,000 (132 hours over 3 months) and a private typing class Rs 500 - 1,000 a month. CET and the LDC exam cost a few hundred rupees each (concession for reserved categories). Doing COPA at a government ITI keeps the cost very low.

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

Tehsil and sub-divisional offices, district collectorates, panchayat samitis, government schools and hospitals, treasuries, municipalities and the Secretariat in Jaipur.

WORK CULTURE

Fixed office hours, six days a week, mostly seated work on computers and files. Extra duty comes during camps, elections and census work. The post is considered especially suitable for women and persons with disabilities.

WHO HIRES

- Revenue Department and district collectorates
- Education Department - schools and education offices

- Medical and Health Department
- Finance and Treasury Department
- Rural Development and Panchayati Raj Department
- State Secretariat and various corporations and boards, Jaipur

DEMAND (2026)

Every government office needs clerks, which makes this one of Rajasthan's largest recruitments - the 2026 drive was for 10,644 posts. As office work has shifted to computers, demand for clerks who can type and handle online entry has grown stronger. 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 Lower Division Clerk / Junior Assistant (on probation)
- 2 Senior Assistant (UDC / Clerk Grade-I)
- 3 Office Superintendent / Administrative Officer
- 4 Section Officer / Accounts Officer
- 5 Entry into higher services through departmental examinations

EARNINGS

Starting	₹20,800 (मूल, लेवल-5)
Mid level	₹26,300 – ₹33,800 (लेवल 8-10, वरिष्ठ सहायक/अधीक्षक)
Senior level	₹37,800 से अधिक (लेवल-11 एवं ऊपर)

The starting figure is BASIC PAY — the entry basic at pay matrix Level 5 — 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. Under the Rajasthan 7th pay matrix, the Lower Division Clerk post sits at Level-5 with a basic pay of Rs 20,800. With dearness allowance and house rent allowance, in-hand pay is roughly Rs 24,000 - 30,000 a month. The figures above rest on the Rajasthan 7th pay matrix, which is what applies as of 16 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 permanent government job with pension benefits on just a Class 12 qualification
- Fixed office hours, leaving room to continue studies or prepare for further exams
- A very large number of posts, so comparatively better chances of selection

The challenges

- The work is repetitive and largely confined to files
- Promotion is slow - becoming a Senior Assistant can take many years
- The typing test has strict speed and accuracy conditions that eliminate many candidates

9 Real-life journeys

Pramila Nehra

Selected in nine government recruitments, including LDC

Pramila Nehra is from Sihot Chhoti village in Sikar district, where her father Ramkumar Nehra is a farmer and her mother Mankori Devi a homemaker. By the age of 26 she had been selected in nine government recruitments, including LDC, Patwari, Gram Sevak, Mahila Supervisor, Rajasthan Police, Third Grade Teacher, Senior Teacher and Lecturer. She says she understands a topic thoroughly in one go rather than memorising it, and kept only a basic keypad phone while preparing.

Oneindia Hindi · <https://hindi.oneindia.com/news/rajasthan/sikar-s-26-year-old-girl-pramila-nehra-got-government-job-nine-times-599028.html>

Manoj Khudkhudia**Seven government selections in five years, including LDC twice**

Manoj Khudkhudia is from Mungdara village in Nagaur district, where his father Jasram is a farmer and his mother Rampyari a homemaker; before he got a government job the family was in the BPL category. In five years he was selected in seven recruitments - Junior Legal Assistant, Patwari, Hostel Warden, LDC (twice), Junior Accountant and Lecturer. He never took any coaching and did it all through self-study.

Oneindia Hindi · <https://hindi.oneindia.com/news/rajasthan/manoj-khudkhudia-nagaur-rajasthan-success-story-seven-times-government-job-in-five-years-600536.html>

Vikas Siyag**Junior Assistant in the Education Department, Rank 10 in RAS 2023**

Vikas Siyag of Kolayat in Bikaner grew up in hardship - his father Nathuram Siyag drives a truck and the whole family once lived in two small rooms. Vikas works as a Junior Assistant in the Education Department, posted at a school in Ranjitpura near the India-Pakistan border. Studying alongside the job from a rented room 80 km from home, he secured Rank 10 in the RAS 2023 examination on his second attempt.

ETV Bharat · <https://www.etvbharat.com/hi/state/son-of-truck-driver-becomes-ras-officer-in-second-attempt-vikas-siyag-from-bikaner-secures-10th-rank-in-ras-2023-rajasthan-news-rjs25101600467>

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.

- Jamadar Grade II (Excise Department, Preventive Branch, Rajasthan)
- Stenographer and Personal Assistant Grade-II (Government of Rajasthan)
- Clerk Grade-II — Rajasthan Secretariat

11 Sources & further reading

1. Rajasthan Staff Selection Board (official) — <https://rssb.rajasthan.gov.in/>
2. Rajasthan State Portal - departments and offices — <https://rajasthan.gov.in/>
3. RKCL - RS-CIT computer course — <https://www.rkcl.in/>

4. Rajasthan SSO portal - applications and schemes — <https://sso.rajasthan.gov.in/signin>
5. Rajasthan Career Guidance Portal — <https://cg.rajasthan.gov.in/careerguidance/>
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>
7. Rajasthan Subordinate Offices Ministerial Service Rules, 1999 (Department of Personnel, Rajasthan) — <https://dop.rajasthan.gov.in/writereaddata/modulCategory/20230302122854462473240mergedMinisterial1999.pdf>

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