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करियर शीट · CAREER SHEET

आशुलिपिक व निजी सहायक ग्रेड-II (राजस्थान सरकार)

A Stenographer takes dictation from officers in government offices and turns it into letters, orders and notes, records the proceedings of meetings and manages an officer's office work. It is one of the few government posts where...



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श्री चेनाराम चौधरी

प्रधानाचार्य, डाइट बाड़मेर
Principal, DIET Barmer



श्रीमती संघमित्रा

वरिष्ठ व्याख्याता, डाइट बाड़मेर (सहयोग)
Sr. Lecturer, DIET Barmer (Support)



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सुरेश कुमार सैन

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वनिता कुमारी

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



कमलेश चौधरी

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

A Stenographer takes dictation from officers in government offices and turns it into letters, orders and notes, records the proceedings of meetings and manages an officer's office work. It is one of the few government posts where selection turns on one specific skill — shorthand speed. The examination scheme in the service rules is explicit: dictation at 100 words per minute in English shorthand and 80 words per minute in Hindi, then transcribed and typed on a computer. That skill takes months of regular practice to build, but once built the competition is narrower than for the general posts, because few candidates carry the speed.

2 At a glance

Minimum qualification	Senior Secondary and the computer qualification specified in these rules, together with shorthand — check the exact condition in the advertisement. The papers are set at Secondary standard
Recruiting body	Rajasthan Staff Selection Board (RSSB), Jaipur
Age limit	18 attained and 30 not attained (under the Ministerial Service rules) — 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	Posts in the Secretariat and subordinate offices; a combined competitive examination with Junior Assistant

3 What you need

INTERESTS

- An interest in language, writing and expressing things exactly
- Mastering a skill that rewards speed and accuracy
- Office organisation and administrative work

ABILITIES

- The ability to write fast and accurately while listening
- Keeping confidence and being trusted
- A grip on both Hindi and English

KEY SKILLS

- Hindi shorthand at 80 words per minute
- Typing in Hindi (KrutiDev/Unicode) and English on a computer
- Recording proceedings and drawing up minutes of a meeting
- Correct spelling and grammar in Hindi and English
- English shorthand at 100 words per minute
- The style of government correspondence, orders and noting
- File management, an officer's diary and appointments

4 How to get there

- 1 Pass Class 12 in any stream. The papers are set at Secondary standard, so there is no special subject condition at this level.
- 2 Learn shorthand — this is the real door to the post. Aim for 80 words per minute in Hindi and 100 in English. That speed is built by daily practice over months, so the earlier you start the better.
- 3 Build the computer qualification and typing practice — the dictation has to be typed on a computer, so shorthand and typing must be built together.
- 4 When the advertisement appears, file one application and state your choice in it — Secretariat or Subordinate Offices. Under the rules only one examination fee is payable and the board prepares two separate lists.
- 5 Take both objective papers of Phase-I, then the shorthand test of Phase-II.

- 6 After document verification, join at the Secretariat or a departmental office.

MAIN EXAMS

- The combined competitive examination — under the service rules the posts of Stenographer and Junior Assistant are filled through a combined competitive examination, on one application and one fee, with the candidate stating a choice of Secretariat or Subordinate Offices in the form.
- Phase-I (objective) — Paper 1: General Knowledge, Everyday Science and General Knowledge of Rajasthan, 3 hours, 100 marks. Paper 2: General Hindi and English, 3 hours, 100 marks.
- Phase-II (shorthand) — English shorthand: 10 minutes of dictation at 100 words per minute, 60 minutes to transcribe and type it on a computer, 50 marks. Hindi shorthand: 10 minutes of dictation at 80 words per minute, 70 minutes to transcribe and type it, 50 marks.
- The standard of the papers is that of the Secondary examination of the Rajasthan Board of Secondary Education — the service rules say so expressly, so pitch the preparation there.

- 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 ITI — Stenography (Hindi and English) trade — In many districts of Rajasthan (<https://livelihoods.rajasthan.gov.in/>)
- Government commercial and typing training institutes — District headquarters
- RKCL — RS-CIT, and government ITI COPA for typing practice — In every district (<https://www.rkcl.in/>)

ONLINE

- भारत स्किल्स — स्टेनोग्राफी ट्रेड का आधिकारिक पाठ्यक्रम एवं सामग्री (निःशुल्क) — The full syllabus of the ITI stenography trade (<https://bharatskills.gov.in/>)

- राजस्थान अधीनस्थ कार्यालय मंत्रालयिक सेवा नियम, 1999 — अनुसूची-III में परीक्षा-योजना — The shorthand speeds and marking scheme in the primary document (<https://dop.rajasthan.gov.in/writereaddata/modulCategory/20230302122854462473240mergedMinisterial1>)
- 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 stenography trade at a government ITI costs very little and is the cheapest and most structured route. The full trade syllabus is free on the Bharat Skills portal, and dictation practice can be done at home from recorded material — the only cost there is time. The combined examination fee is a few hundred rupees, and under the rules one fee covers both options. The real cost of this post is not money but months of daily practice.

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 and its departments, directorates, district collectorates, departmental headquarters and the offices of senior officers. The work is entirely indoors.

WORK CULTURE

A Stenographer works very close to an officer and therefore knows the sensitive correspondence and what is said in meetings — confidentiality is the first condition of the post. Hours are usually regular, but budget sessions, assembly questions, inspections and important meetings mean working late and producing work at once. Being a skill-based post, the work is visible — speed and accuracy both show immediately. The post is regarded as convenient for women, because it is indoors and mostly to fixed hours.

WHO HIRES

- The Rajasthan Secretariat and all departments of the state government
- District collectorates and sub-divisional offices
- State undertakings, boards and corporations
- Directorates and departmental headquarters
- The Rajasthan Public Service Commission and other commissions
- Courts and quasi-judicial offices

DEMAND (2026)

Stenographer posts are permanently sanctioned in the Secretariat, the directorates and district offices, and the post remains necessary for work alongside a senior officer. The board ran this recruitment in 2024. The most useful thing to know about it is that the shape of the competition is different: the general posts draw lakhs of applicants, but here only those with the prescribed shorthand speed can apply at all, and few people have it. For a student who masters the skill, this is a comparatively uncrowded road. One thing should be clear — the board advertises this as "Stenographer and Personal Assistant Grade-II", but under the 1999 Ministerial Service rules the post of Personal Assistant is filled 100% by promotion, from Stenographer. So do not assume that Personal Assistant can be reached by direct recruitment; check in the advertisement which service and which rules it falls under. 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 Stenographer (on probation) — posted to the Secretariat or a subordinate office
- 2 Personal Assistant — under the 1999 rules, 100% by promotion from Stenographer with the prescribed years on the post

- 3 Senior Personal Assistant grade posts
- 4 Private Secretary and above, through promotion

EARNINGS

Starting	विज्ञप्ति में घोषित पे मैट्रिक्स स्तर के अनुसार
Mid level	₹35,000 – ₹45,000 (भत्तों सहित, निजी सहायक स्तर पर)
Senior level	₹50,000 से अधिक (भत्तों सहित, वरिष्ठ पदों पर)

One thing worth planning around — the next post up in this cadre, Personal Assistant, is filled 100% by promotion, so nobody enters it from outside. Which means whoever joins as a Stenographer is in that promotion queue alone, a better position than in several other cadres. 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

- Selection turns on a skill — few candidates carry the required speed, so the crowd is thinner
- One application and one fee covers both the Secretariat and the subordinate offices
- The next post is filled 100% by promotion — nobody enters that queue from outside

The challenges

- Shorthand speed takes months of daily practice — that is the real barrier
- The upper age limit is 30, lower than the posts that run to 40
- The position on direct recruitment to Personal Assistant Grade-II is not clear — it has to be confirmed from the advertisement

9 Real-life journeys

Monika Gurjar

Stenographer, posted at Masuda (Beawar)

Monika Gurjar comes from Hasiyawas village, about 35 km from Ajmer — the same village from which more than a hundred girls have played football up to district level. Monika played in those competitions too, and then was selected as a Stenographer and posted at Masuda in Beawar. Sapna Gurjar from the same village became a Patwari — two daughters of one village, in two different government posts. Monika's story says something worth hearing about this post in particular: becoming a Stenographer takes not a big city or expensive coaching but regular shorthand practice, and that can be done while living in a village.

Patrika · <https://www.patrika.com/ajmer-news/patwari-and-stenographer-real-life-success-story-of-village-girl-became-government-officer-from-football-player-20371435>

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.

- Lower Division Clerk / Junior Assistant (Rajasthan)
- Jamadar Grade II (Excise Department, Preventive Branch, Rajasthan)
- Clerk Grade-II — Rajasthan Secretariat

11 Sources & further reading

1. Rajasthan Subordinate Offices Ministerial Service Rules, 1999 (Department of Personnel) — <https://dop.rajasthan.gov.in/writereaddata/modulCategory/20230302122854462473240mergedMinisterial1999.pdf>
2. Stenographer 2018 — full advertisement (RSSB) — https://rsmssb.rajasthan.gov.in/Static/files/FullAdvt_Stenographer2018_2957_04072018.pdf

3. Bharat Skills — stenography trade syllabus — <https://bharatskills.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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