



SAARTHI - सारथी

करियर मार्गदर्शन पोर्टल · Career Guidance Portal

"सही मार्गदर्शन, उज्ज्वल भविष्य।"

करियर शीट · CAREER SHEET

हिंदी टाइपिस्ट

A Hindi Typist prepares and types letters, reports, forms, policy documents, tabulated statements and rough/handwritten drafts in Hindi with speed and accuracy, using word-processing software or a typewriter. They check documents...



Scan for everything on this career

Salary, exams, colleges, the routes in and the steps after — all on the portal.

career.gsssjethantri.in/#/career/voc-6412

राजकीय उच्च माध्यमिक विद्यालय, जेठन्तरी

Govt. Sr. Sec. School, Jethantri · ब्लॉक समदड़ी · बालोतरा (Block Samdari · Balotra)

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सुशील कुमार शर्मा

प्रधानाचार्य, रा.उ.मा.वि. जेठन्तरी · मास्टर ट्रेनर
Principal, GSSS Jethantri · Master Trainer



श्री चेनाराम चौधरी

प्रधानाचार्य, डाइट बाड़मेर
Principal, DIET Barmer



श्रीमती संघमित्रा

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



भरत चौधरी

अभिकल्पना व विकास · व्याख्याता (इतिहास)
Designed & developed · Lecturer (History)

विशेष धन्यवाद · SPECIAL THANKS



सुरेन्द्र सिंह राठौड़

व्याख्याता (इतिहास) · रा.उ.मा.वि. कानाना



सुरेश कुमार सैन

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



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 Hindi Typist prepares and types letters, reports, forms, policy documents, tabulated statements and rough/handwritten drafts in Hindi with speed and accuracy, using word-processing software or a typewriter. They check documents for spelling, grammar, punctuation and formatting errors and correct them. This work is essential across government offices, courts, media houses and private institutions — especially wherever official correspondence must be conducted in Hindi.

2 At a glance

Minimum qualification	Class 8 pass, age 18+
Training Level	NSQF Level 4
Nature of Work	Desk-based, document typing
Starting salary	Approx. ₹8,000 - ₹10,000/month

3 What you need

INTERESTS

- Enjoy paying close attention to detail while working
- Prefer working to clear instructions and are comfortable working within a team
- Enjoy analysing problems and situations

ABILITIES

- Ability to type continuously for long periods with high concentration and accuracy
- Ability to analyse tasks and complete work by following clear instructions
- Strong command of Hindi spelling, grammar and punctuation

KEY SKILLS

- Fast, accurate typing on a Hindi (Devanagari) keyboard (Inscript/Remington layout)
- Proficiency with MS Word, Notepad and other word-processing software

- Proofreading — spotting spelling, grammar and formatting errors
- Time management and meeting deadlines
- Basic computer operation and file-management skills
- Formatting and laying out documents correctly
- Handling confidential documents with care

4 How to get there

- 1 Complete Class 8; on turning 18, enrol for Hindi Typist training under NSQF Level 4
- 2 Learn Hindi typing and word processing at a government-recognised institute (ITI/RSLDC/NSDC)
- 3 Clear a Hindi typing speed test (e.g., CPCT, or the RSMSSB 25 wpm benchmark) and obtain a certificate
- 4 Track and apply for openings via newspapers and state recruitment boards (RSMSSB/RSSB)
- 5 Start as a junior typist/assistant to gain hands-on experience
- 6 Add further skills such as stenography or computer proficiency (e.g., RSCIT) to progress

MAIN EXAMS

- In Rajasthan, recruitment for Clerk/Junior Assistant (LDC) posts via RSMSSB (Rajasthan Staff Selection Board) mandates a Hindi typing speed test (commonly 25 words per minute); computer typing proficiency tests such as CPCT are also recognised elsewhere.

5 Where to study

GOVERNMENT INSTITUTES

- राष्ट्रीय कौशल विकास निगम (NSDC) - निकटतम प्रशिक्षण केंद्र खोजें — Pan-India (<https://www.nsdcindia.org/find-nsdc-training-centre>)
- राजस्थान कौशल एवं आजीविका विकास निगम (RSLDC) — Jaipur, Rajasthan (<https://livelihoods.rajasthan.gov.in/rsldc/>)
- सरकारी आई.टी.आई. - कंप्यूटर ऑपरेटर व प्रोग्रामिंग सहायक/हिंदी टंकण ट्रेड (तकनीकी शिक्षा निदेशालय, राजस्थान) — ITIs across Rajasthan (<https://kdhte.rajasthan.gov.in/itipublicinfo>)

PRIVATE INSTITUTES

- Jain's Computer Institute (RSCIT व टाइपिंग कोर्स) — Jaipur, Rajasthan (<https://jainscomputer.com/courses/government-courses/>)
- Dicazo Institute (RSCIT व कंप्यूटर टाइपिंग प्रशिक्षण) — Jaipur, Rajasthan (<https://www.dicazo.com/rs-cit-training-in-jaipur.html>)

ONLINE

- NIOS वोकेशनल प्रशिक्षण केंद्र (हिंदी टाइपराइटिंग कोर्स) — Online / study centres (<https://voc.nios.ac.in/registration/locate-study-centre>)
- Soni Typing Tutor (हिंदी/अंग्रेज़ी टाइपिंग अभ्यास सॉफ्टवेयर) — Online (<https://www.sonitypingtutor.com/>)
- Easy Hindi Typing (CPCT/RSMSSB हिंदी टाइपिंग टेस्ट अभ्यास) — Online (<https://www.easyhindityping.com/typing/hindi-typing-test>)

FEES

Under most government schemes (NSDC, RSLDC, ITI, NIOS) Hindi Typist training is free or heavily subsidised. Private institute typing/computer courses typically cost anywhere from a few hundred to about ₹2,000-3,000 per month.

SCHOLARSHIPS

- राष्ट्रीय छात्रवृत्ति पोर्टल (National Scholarship Portal) - NSP-पंजीकृत ITI/वोकेशनल छात्रों के लिए (<https://scholarships.gov.in/fresh/onlineInstituteSearchIndex>)
- Buddy4Study - ITI व व्यावसायिक प्रशिक्षण छात्रवृत्तियाँ (<https://www.buddy4study.com/article/iti-scholarships>)

6 What the work is like

WHERE YOU WORK

Government offices, courts, school/college administration, news channels, print and electronic media, advertising agencies, and administrative departments of private companies.

WORK CULTURE

Work typically involves 8-9 hours a day, 5-6 days a week at a desk. Shift duty and overtime are common, especially in media houses or time-bound government work. The field also offers opportunities for persons with disabilities.

WHO HIRES

- | | |
|---|--|
| • State and central government offices (district collectorates, tehsils, secretariat) | • Courts and law firms |
| • Newspapers, TV news channels and digital media houses | • Schools, colleges and educational institutions |
| • Administration/front-office departments of private companies | • Cyber cafés and documentation service centres |

- Indian Railways (RRB ITI/technical-trade recruitment, railway workshops)

DEMAND (2026)

Since government work in Rajasthan and many other states is conducted in Hindi, there is steady demand for Hindi typists — particularly for Clerk (LDC), Junior Assistant and court/office assistant recruitments, where a Hindi typing test is a mandatory qualifying step.

7 Career growth

- 1 Junior Hindi Typist
- 2 Hindi Typist
- 3 Office Manager / Executive Assistant

EARNINGS

Starting	₹8,000 - ₹10,000/माह
Mid level	₹10,000 - ₹14,000/माह
Senior level	₹15,000 - ₹19,000+/माह

According to PayScale, a Typist earns roughly ₹8,000-19,000/month on average (payscale.com), while Indeed's data puts the average Typist salary in India at about ₹14,183/month — the two independent sources broadly corroborate each other. Government clerk/typist pay-scales can be higher, and income improves with experience and typing speed. These figures are indicative and subject to change.

8 The good parts · The challenges**The good parts**

- Career can be started with a low entry qualification (Class 8)
- Steady demand in both government and private sectors
- An accessible, skill-based job, inclusive of persons with disabilities

The challenges

- Long hours of continuous typing in one posture can cause physical strain (eyes/wrists)
- Starting salary is relatively low
- Work can be repetitive, with constant pressure to maintain accuracy

9 Real-life journeys

प्रशांत ठाकुर (Prashant Thakur)

Stenographer, Central Board of Direct Taxes (CBDT), Government of India

After finishing Class 12 in 2013, Prashant had dreamed of a career in hotel management but couldn't join due to financial constraints. He decided to become a stenographer, but his remote village had no shorthand teacher, and reaching his tuition class took six hours of travel each day. He began learning shorthand from the 'Likho Steno Academy' YouTube channel during his commute and kept up disciplined self-study. After sustained practice through 2017-18, he cleared the stenographer exam in 2019 and now works as a Stenographer with the Central Board of Direct Taxes, Government of India. He credits self-directed learning as one of the most important parts of his education.

Likho Steno Academy · <https://www.likhostenoacademy.com/2020/05/success-story-of-prashant-thakur.html>

स्वीटी जैन (Sweety Jain)

Hindi Typing Speed Record Holder (India Book of Records)

Sweety Jain of Firozabad, Uttar Pradesh, set a fastest-Hindi-typing record by typing 148 words in Hindi within just 2 minutes (a speed of 74 words per minute) at the District Office, Firozabad, on 23 May 2014 - a feat documented by the India Book of Records. Her achievement shows that with sustained practice and command over the Devanagari keyboard, one can excel at Hindi typing - the very skill that underpins a successful career as a Hindi Typist or Stenographer.

India Book of Records · <https://indiabookofrecords.in/fastest-hindi-typing/>

10 Sources & further reading

1. Rajasthan Career Guidance Portal - Hindi Typist — <https://cg.rajasthan.gov.in/careerguidance/hi/career/%e0%a4%b9%e0%a4%b%e0%a4%82%e0%a4%a6%e0%a5%80-%e0%a4%9f%e0%a4%be%e0%a4%87%e0%a4%aa%e0%a4%bf%e0%a4%b8%e0%a5%8d%e0%a4%9f/>
2. PayScale - Typist Salary in India — <https://www.payscale.com/research/IN/Job=Typist/Salary>
3. Indeed - Typist Salaries in India — <https://in.indeed.com/career/typist/salaries>
4. Rajasthan Skill & Livelihoods Development Corporation (RSLDC) — <https://livelihoods.rajasthan.gov.in/rsldc/>
5. National Scholarship Portal — <https://scholarships.gov.in/fresh/onlineInstituteSearchIndex>



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