

Administrative Official, State Government

Aliases: Administrative Officer

Industry/Sector(s): Public Administration

JOB DESCRIPTION ¹

The tasks an Administrative Official, State Government is expected to perform include:

- Serving in various capacities under the State Government
- Performing administrative and advisory functions which include serving as Head of State
- Engaging in advising minister on all matters of policy and administration
- Organising and directing work of ministries and departments
- Taking policy decisions to the extent authorised
- Supervising execution and implementation of policies and decisions by field or subordinate offices, etc.

WORK ENVIRONMENT ¹

- It is a desk job
- Need not handle a team
- Local travelling is not a part of this job role
- Part-time work and contractual jobs maybe available
- Work from home option is not available

Working hours

- Offices usually work for 5/6 days a week and 8/9 hours everyday. This may vary from office to office
- Shift system maybe available

Is the job suitable for a candidate with special needs?

No

EDUCATIONAL QUALIFICATIONS AND TRAINING ⁴

Minimum – Graduate in any stream and State Public Service Commission exam cleared

KEY COMPETENCIES ¹

- Ability to serve in various capacities under the State Government
- Skilled in performing both administrative as well as advisory functions
- Ability to handle administrative work with great responsibility
- Skilled in performing all the organising work associated with various ministries and departments of the government
- Proficient in taking policy decisions
- Skilled in dealing with the supervising, execution as well as implementation of various policies
- Proficient in handling the daily affairs of the government, including framing and implementation of policy in consultation with the minister-in-charge of the concerned ministry
- Ability to supervise the implementation of policy
- Skilled in handling the expenditure of public funds

DESIRABLE COMPETENCIES ⁴

Not Applicable

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES ⁵

Government and private schools and boards across India

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

<http://mhrd.gov.in/scholarships-education-loan-0>

SAMPLE OF TRAINING AND LEARNING COURSES

<http://puchd.ac.in/syllabus.php?qstrfacid=11>

CAREER PROGRESSION PATH ⁴

Sub-divisional Magistrate(Entry level) → Under Secretary→ Joint Secretary/**Administrative Official, State Government**→ Special Secretary → Principal Secretary/Financial commissioner→Cabinet Secretary of State/Head of the state

Transfer option

- India: Yes
- Abroad: No

(*This field to open the relevant job title when clicked)

EXPECTED EARNINGS ⁴

For candidates with experience - ₹15,600 to ₹ 80,000 per month
(These figures are indicative and subject to change)

REQUIRED WORK EXPERIENCE ⁴

Not required

PROBABLE EMPLOYERS ¹

State Governments

PEOPLE'S CORNER

Coming Soon

KEYWORDS

Administrative Officer

OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	1112.0400	Administrative Official, State Government
ISCO 2008	1112	Senior Government Officials
NIC 2008	84111; 84119	General public service activities relating to executive; General public service activities n.e.c.
QP Reference	NA	NA
NSQF	NA	NA

REFERENCES

1	http://dget.nic.in/upload/uploadfiles/files/publication/Des-Div-1.pdf
2	http://socialjustice.nic.in/policiesacts3.php
3	http://indiatoday.intoday.in/story/desk-job-can-pose-health-risks-even-if-you-exercise-regularly/1/235863.html
4	http://www.rxpgonline.com/article672.html http://www.javatpoint.com/ias-full-form http://persmin.nic.in/DOPT/EmployeesCorner/Acts_Rules/IASPromotionGuideLines.pdf
5	http://www.4icu.org/in/indian-universities.htm
6	http://www.lawyersclubindia.com/articles/Public-Administration-in-India-as-a-mechanism-for-social-change-5309.asp#.VWhQUMWn88d
7	www.censusindia.gov.in