JUNIOR ASSISTANT JOB

Junior Assistant is a support staff, who performs all transactional duties with a view to assist the officer of the supervisor of the organization. Normally, candidates appointed for the position of Junior Assistant is the first point of contact to people seeking out the help of the senior staff of the organization.

Recent job notification for the position of Junior Assistant:

Recently, the following government organizations called for applications from eligible candidates for the position of Junior Assistant:

• Repco Bank

• Indian Institute of Technology, Ropar

• Indian Institute of Technology, Rajasthan

• Indian Institute of Technology, Kanpur

• Anna University of Technology

• Tamil Nadu Public Service Commission http://entrance-exam.net/pay-scale-for-junior-assistant-in-government-jobs.

Educational qualification:

For applying to the post of Junior Assistant in Government organizations, candidates must have completed their graduation in any discipline and they should also possess computer knowledge.

Age requirement:

For applying to the post of Junior Assistant, candidates must be between the age group of 18 and 27 years of age, while some organizations require that candidates must be within the age group of 25 years.

Selection procedure:

Selection of candidates for the position of Junior Assistant in government organizations is made based on the performance of the candidates in written test followed by interview.

What are the job responsibilities of a junior assistant?

Candidates appointed for the position of Junior Assistant will be entrusted with routine office works like dispatch work, typing work, recording and indexing of files, preparation of arrear statements, file registering, maintenance of diary, etc… The candidates will also have to do other works assigned by higher authorities from time to time. Sometimes junior assistants are appointed as junior accounts assistants, while in some cases they are appointed as Junior Administrative assistants and in these cases their nature of work might differ according to the department for which they are recruited.

What are the skills to be possessed by the candidates?

Like any other office position, junior assistants should also possess good communication skills since they will have to work in association with the other staff members of the organization. They should also be able to grasp things quicker since many staff members working in the organization will entrust them with a wide range of duties in a given day. If a candidate has multi-tasking ability, he will be more suitable for the position of Junior Assistant. http://entrance-exam.net/pay-scale-for-junior-assistant-in-government-jobs/