



CENTRAL SEAT ALLOCATION BOARD (CSAB 2026)

Ministry of Education (Shiksha Mantralaya), Govt. of India

Headquarters: Indian Institute of Engineering Science and Technology, Shibpur



Advt. No. LOC/CSAB/2026/Advt/01, dated 09.01.2026

Applications are invited from eligible candidates (Indian Nationals) for the Office Assistant (One post) for CSAB 2026 related office work.

Name of the post: Office Assistant

No of post: One

Duration of engagement: 9 months w.e.f. joining date, may be extended as per further requirements

Nature of work: Desktop office work as per the direction of LOC, CSAB 2026

Essential Qualification: Graduate in any discipline with proficiency in MS office

Salary: Rs. 35,000/- per month (consolidated)

Age Limit: Maximum 65 years as on date of interview

Mode of selection: Selection will be made based on **walk-in interview** scheduled to be held on **15.01.2026 (Reporting time 1:00 pm to 02:00 pm)** at the CSAB 2026 Office, IEST, Shibpur, Howrah 711103. Submission of resume and relevant documents are mandatory at the time of interview. The candidates must carry the original documents for verification purposes.

Note:

1. The position is purely temporary.
2. No TA /DA will be paid to attend the interview.

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09/01/26

Chairperson, LOC, CSAB 2026