

Complete Biodata						
<b>I. Personal Details</b>						
Name		Reeta Kashyap				
Sex		Female				
Date of Birth		13.10.1975				
Category (Tick Mark <input checked="" type="checkbox"/> where applicable)		Gen	OBC	SC <input checked="" type="checkbox"/>	ST	PH
Marital Status		Married				
Present Designation		Private Secretary				
Date of Joining (in NWDA)		12.06.2001				
Mother Tongue		Hindi				
Indian Languages Known		Hindi, English				
Foreign Languages Known		English				
<b>II. Details of Educational Qualifications</b>						
Sl. No.	Qualification Institute/University/Place	Subject			Division	
1.	Graduation from Delhi University	Art			Second	
2.	Diploma	Computer Application			Second	
3.	Diploma	Short Hand & Typing				
<b>III. Details of Professional Experience</b>						
Sl. No.	Designation	Department/Organization/Place			Period From/To	
1.	Steno Gr. III	NWDA, ID, Jaipur			12.06.2001 to 14.07.2003	
2.	Steno Gr. II	NWDA, New Delhi			15.07.2003 to 31.12.2023	
3.	Private Secretary	NWDA, New Delhi			01.01.2024 to till date	
<b>IV. Details of Training/Workshop/Conference Attended</b>						
Sl. No.	Name of Training/Workshop/Conference	Organized by	City	Duration (From/To)		
1.	Diploma in Hindi Shorthand and Typing	NWDA	Jaipur	2002 to 2003		
<b>V. Details of Awards/Publications</b>						
Sl. No.	Name of Award/Publication					
1.	--					
<b>VI. Details of Professional Membership</b>						
Sl. No.	Name of Professional Body	Membership No.	(Life/Annual)			
1.	--	--	--			