

Complete Bio-Data						
I. Personal Details						
Name		Sangita Mehrotra				
Present Designation		Steno Gr-I				
Date of Birth		08.12.1965				
Sex		Female				
Category (Tick Mark <input checked="" type="checkbox"/> where applicable)		Gen <input checked="" type="checkbox"/>	OBC	SC	ST	PH
Marital Status		Married				
Mother Tongue		Hindi				
Indian Languages Known		Hindi				
Foreign Language Known		English				
Retirement Reason		-				
II. Details of Educational Qualifications						
S. No.	Qualification Institute/University/Place	Subject			Division	
1.	10 th Class, UP. Board, Allahabad	Hindi, English, Home Science, History, Civics			3 rd	
2.	12 th Class (CBSE), New Delhi.	Hindi, English, Home Science, History, Economics, SUPU.			3 rd	
3.	B.A Pass Course, Delhi University, Delhi	ENB, HNA, HS,PS			3 rd	
4.	Delhi Administration, Institute of Commercial Practice, Shakarpur, Delhi.	One year Certificate Exam., in English Stenography.			2 nd	
III. Details of Professional Experience						
S. No	Designation	Department/Organization/Place			Period from/To	
1	Jr. Stenographer,	National Projects Construction Corporation, Ltd., Sector 25-26, Faridabad.			11.5.1990 to 30.11.1998	
2	Steno Gr-III & II	NWDA, New Delhi			01.12.1998 to 31.08.2021	
3.	Steno Gr-I	NWDA, New Delhi			01.09.2021 to till date	
IV. Details of Training/Workshop/Conference Attended						
S.No	Name of Training/Workshop/Conference	Organized by		City	Duration (From/To)	
1.	Hindi Shorthand Examination Certificate.	Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs, Govt. of India.		New-Delhi	Feb,2004 to Jan,2005	
V. Details of Awards/Publications						
S.No	Name of Award/Publication					
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VI. Details of Professional Membership						
S.No.	Name of Professional Body	Membership No.			(Life/Annual)	
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