

Complete Biodata					
I. Personal Details					
Name	Shobha Rawat				
Designation	Private Secretary				
Date of Birth	28 th August, 1964				
Sex	Female				
Mother Tongue	Hindi				
Indian Languages Known	Hindi, English				
Category (Tick Mark ✓ where applicable)	Gen✓	OBC	SC	ST	PH
Marital Status	Married				
Foreign Languages Known	English				
Retirement Reason	On superannuation				
II. Details of Educational Qualifications					
Sl. No.	Qualification Institute/University/Place	Subject	Division		
1.	BA from Delhi University	Political Science (Hons.)	III		
III. Details of Professional Experience					
Sl. No.	Designation	Department/Organisation/ Place	Period From/To		
1.	LDC	NWDA	10.4.1985 to 11.11.1987		
2.	Stenographer Grade-III	- Do -	12.11.1987 to 13.06.2001		
3.	Stenographer Grade-II	- D0 -	14.06.2001 to 27.03.2016		
4.	Stenographer Grade-I	- Do -	28.03.2016 to 01.09.2021		
5.	Private Secretary	- Do -	02.09.2021 to till date		
IV. Details of Training/Workshop/Conference Attended					
Sl. No.	Name of Training/Workshop/ Conference	Organised by	City	Duration (From/To)	
1.	MS Office	ISTM	Delhi	-	
V. Details of Awards/Publications					
1.	-				
VI. Details of Professional Membership					
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