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Date of joining ICAR-NRCY: 14.03.2011

Academic Qualification

B. A. : Gauhati University, Guwahati (1991)
Intermediate : Assam Higher Secondary Education Council, Guwahati, Assam (1989)
Matriculation : Board of Secondary Education, Guwahati, Assam (1986)

Professional Experience

March, 2011 – Present : Private Secretary, ICAR-NRC on Yak, Dirang
Nov., 2004 - Feb., 2011 : Personal Assistant, ICAR-RCER, Patna
April, 1992 - Oct., 2004 : Junior Stenographer, ICAR-NRC on Yak, Dirang

Trainings/Workshops/Seminars Attended

1.	Passed Hindi Typewriting Examination under Hindi Teaching Scheme, Exam. Wing New Delhi, Dept. of Official Language, Ministry of Home Affairs, Govt. of India during July, 1997
2.	Training Course MS Office – 97 at Indian Agricultural Statistics Research Institute (ICAR), New Delhi from 12-17 th April, 1999
3.	Training programme on ‘Enhancing Effectiveness of PS / PA & Staff’ at CERPA, New Delhi from 08-10 th September, 1999
4.	Training programme on ‘Effective PAs / PSs and Other Staff’ at CERPA, New Delhi from 20-22 nd April, 2006
5.	Training Course on ‘Human Relation Management at Work’ at ICAR Research Complex for Eastern Region, Patna organized by NAARM, Hyderabad from 6-8 th February, 2007
6.	Participated in ‘National Raj Bhasha Sammelan’ at Bharatiya Rajbhasa Parishad, Jagannathdhaam, Puri, Odisha from 19-21 st October, 2011
7.	Participated in ‘Internal Auditor Course (In ISO 9001:2008)’ at ICAR-National Research Centre on Yak, Dirang organized by IMS Certification Pvt. Ltd., Chennai from 28 th February - 01 st March, 2013
8.	Participated in ‘Awareness Course (In ISO 9001:2008)’ at ICAR-National Research Centre on Yak, Dirang organized by IMS Certification Pvt. Ltd., Chennai from 01 st & 2 nd March, 2013
9.	Participated in ‘गहन हिंदी कार्यशाला सं. 414’ at Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, Govt. of India, New Delhi from 17-21 st November, 2014
10.	Training programme on “Enhancing Efficiency and Behavioural Skills” at ICAR-NAARM, Hyderabad nominated by Hon’ble Secretary, DARE & DG, ICAR, New Delhi from 28 th July to 03 rd August, 2016