

## **Complete Biodata**

Name:- Manali Jain  
Service/Cadre:- Assam Civil Service  
Date Of Joining:- 05-08-2013  
Date Of Birth:- 10-02-1986  
Gender:- Female  
Home State:- ASSAM  
Home District:- Kamrup Metro  
Service Status:- Joint Director  
Education Qualification:- M.A.(English)

### **Experience Details :-**

Designation	Office Name	Charge Type	From Date	To Date
Joint Director	AASC Khanapara	Substantive	08/03/2024	
Secretary,GMDA	Kamrup Metro	Substantive	21/02/2022	07/03/2024
Addl Deputy Commissioner	Kamrup	Substantive	18/04/2020	21/02/2022
Circle Officer	Rangia	Substantive	18/02/2020	17/04/2020
Circle Officer	Sipajhar	Substantive	26/02/2015	17/02/2020
Extra Astt. Commissioner	Mangaldoi	Substantive	07/10/2013	24/02/2015

### **Training Details :-**

Training Institute Name	Training Name	Start Date	End Date
Assam Survey & Settlement training Centre	Survey Settlement Training	16/08/2014	01/12/2014
Assam Institute of Reasearch for Tribals &SC Caste	One-Week Training on Tribal Language	02/12/2013	06/12/2013
Assam Administrative Staff College,Khanapara	Six-week Induction Training	19/08/2013	28/09/2013
Assam Administrative Staff College,Khanapara	Two-week Foundation Course	05/08/2013	17/08/2013

Note: If need be, please indicate the changes in ER Sheet through Shri Prasanta Borkakati, ACS,Deputy Secretary to the Govt. of Assam, Personnel Department. email ID : pborkakati[dot]acs[at]assam[dot]gov[dot]in

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