

**CENTRE OF ADVANCED STUDY, DEPARTMENT OF HISTORY,  
A.M.U., ALIGARH**

**LIST OF NON-TEACHING STAFF**

Timings: 8:00 a.m. to 4:00 p.m. (with Lunch Break from 1:30 p.m. to 2:30 p.m.)

S.No.	Name	Designation	Place of work (Specify the place within Department/Office)	Nature of Work (Specify point wise work)	Timings
1.	Mr. Hafeez Ahmad Khan	S.O. (Admin)	Department of History	All Administration Work in Department of History and Archaeology Section 1. To Conduct the Meeting of the Board of Studies 2. All correspondence of RTI reply 3. All correspondence preparation of different type of information	8:00 a.m. to 4:00 p.m.
1.	Mr. Afaq Sherwani	S.O. (Accounts)	Department of History	All Accounts Work/ Scholarship work and maintain Store work.	8:00 a.m. to 4:00 p.m.
2.	Mr. S.K. Sharma	Sr. P.A to Coordinator	Department of History	<ul style="list-style-type: none"> <li>• All Secretarial Work</li> <li>• All work related to the Centre</li> <li>• Scholarships of UG &amp; PG Students</li> <li>• Correspondence of upgradation from JRF to SRF of Research Scholars</li> </ul>	8:00 a.m. to 4:00 p.m.
3.	Dr. Abdus Salam Jeelani	Tech. Assistant (Persian Manuscript)	Department of History	Assigned Persian Classes	8:00 a.m. to 4:00 p.m.
4.	Mr. Faiz Habib	Laboratory Assistant	Department of History	Cartographer	8:00 a.m. to 4:00 p.m.
5.	Mr. Sharafat Ali Khan	Laboratory Assistant	Department of History	All work of B.A., M.A. and Ph.D. Examinations	8:00 a.m. to 4:00 p.m.
6.	Mr. Shoeb Ahmad (Assist to Mr. Sharafat Ali Khan)	Sr. Photographer	Department of History	<ol style="list-style-type: none"> <li>1. All work of B.A., M.A. and Ph.D. Examinations</li> <li>2. All kind of work related to Photography of Archaeology Section</li> </ol>	8:00 a.m. to 4:00 p.m.
7.	Mr. Md. Amir Eqbal	Lab. Assistant	Deptt. of History	<ol style="list-style-type: none"> <li>1. Admission work of M.A. &amp; Ph.D.</li> <li>2. Preparation Time-Table (B.A./M.A./I.N.M.)</li> <li>3. Preparation of Tutorial Time- Table (B.A./M.A./I.N.M.)</li> <li>4. Attendance of B.A. I, III, V Semesters and M.A. I, III Semesters</li> <li>5. Attendance of Indian National Movement (INM)</li> <li>6. Stationary work</li> <li>7. Arrangement of students as Writer for Blind Student</li> </ol>	8:00 a.m. to 4:00 p.m.
8.	Mr. Mohd. Shamim	LDC (Admin)	Deptt. of History	Despatch/Examination work	8:00 a.m. to 4:00 p.m.
9.	Mr. Mukesh Raj	Office Attendant	Deptt. of History	Work of Xerox, Xerox of Synopsis, Dusting of Chairman's Chamber and Sr. P.A. Room/ Seminar Room	8:00 a.m. to 4:00 p.m.

10.	Mr. Bhoor Mohd	Office Attendant	Deptt. of History	Circulation of Dak among the Staff	8:00 a.m. to 4:00 p.m.
11.	Mr. Mohd. Aijaz	Office Attendant	Deptt. of History	Circulation of Dak (outside the Department)	8:00 a.m. to 4:00 p.m.
12.	Mr. Suresh Chand	Safaiwala	Deptt. of History	Safaiwala	8:00 a.m. to 4:00 p.m.
13.	Mr. Syed Nadeem Husain	M. T. S. (Library Services)	Deptt. of History	<b>Computer Typing work from all Sections of the Department:</b> <ol style="list-style-type: none"> <li>1. Typing and scanning of Letters of the Department.</li> <li>2. Typing of Question Papers of B.A. &amp; M.A. and Course Work (Ph.D.)</li> <li>3. Data Feeding work concerned to M.A. &amp; Ph.D. admission</li> <li>4. Typing of Time-Table (B.A./M.A./I.N.M.)</li> <li>5. Typing of Tutorial Time-Table (B.A./M.A./I.N.M.)</li> <li>6. Typing of Attendance of B.A. I, III, V Semesters and M.A. I, III Semesters</li> <li>7. Typing Attendance of Indian National Movement (INM)</li> <li>8. Feeding of Books on Computer of our Seminar Library Books.</li> <li>9. Typing of Minutes of B.O.S. etc.</li> <li>10. Look after the Networking work of the Department</li> <li>11. Installation of Projector.</li> </ol>	8:00 a.m. to 4:00 p.m.

**SEMINAR LIBRARY (RUNNING IN TWO SHIFTS):**

**TIMINGS**

**First shift (8:00 a.m. to 3:00 p.m. without Lunch Break)**

**Second shift (1:00 p.m. to 8:00 p.m. without Lunch Break)**

S.No.	Name	Designation	Place of work (Specify the place within Department/Office)	Nature of Work (Specify point wise work)	Timings
14.	Mrs. Deeba Husaini	Professional Assistant	Department of History	Work of Library	
15.	Mrs. Saria Sherwani	Semi-Professional	Department of History	Work of Library	
16.	Mr. Mujibul Hasan	Semi-Professional	Department of History	Work of Library	
17.	Mr. Suhail Anwar	Lab. Assistant	Seminar Library, Department of History	Work of Seminar Library	
18.	Mr. Amir Abbas	Lab. Assistant	Seminar Library Department of History	Issue and return of books of teachers and students	
19.	Mr. Mazhar Ali Siddiqui	Library Attendant	Deptt. of History	Work of Library	
20.	Mr. Syed Mohsin Raza	Library Attendant	Deptt. of History	Work of Library	

## **ARCHAEOLOGY SECTION:**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Place of work (Specify the place within Department/Office)</b>	<b>Nature of Work (Specify point wise work)</b>	<b>Timings</b>
21.	Dr. Vinod Kumar Singh	Assistant Archaeologist	Archaeology Section, Department of History Musa Dakri Museum	Survey and documentation of Medieval sites	8:00 a.m. to 4:00 p.m.
22.	Mr. Zameer Ahmad	Tech. Asstt. (Draftsman)	Archaeology Section, Department of History	<ul style="list-style-type: none"> <li>• Engaged in survey work and preparing the drawings of sites</li> <li>• Verification and analysis of artefacts</li> </ul>	8:00 a.m. to 4:00 p.m.
23.	Mrs. Durdana Ghori	Technical Assistant	Archaeology Section, Department of History	Verification and analysis of Metallic Antiquities	8:00 a.m. to 4:00 p.m.
24.	Mr. Saleem Ahmad	Sr. Curator	Archaeology Section, Department of History	To maintain the record of Pottery and Antiquities of Archaeology Section	8:00 a.m. to 4:00 p.m.
25.	Mr. Sagheer Ahmad	Lab. Assistant	Department of History	<ol style="list-style-type: none"> <li>1. Assist to Section Officer (Admin)</li> <li>2. Maintain of Personal Files (Teaching, Non-Teaching, Retirees and Daily Wagers)</li> <li>3. Maintain Record of B.O.S. and R.T.I. Files</li> <li>4. Preparation of different types of information.</li> </ol>	8:00 a.m. to 12:00 noon
			Archaeology Section Department of History	To maintain different type of Antiquities Iron, Bone in Archaeology Section	12:00 noon to 4:00 p.m.
26.	Mr. Afroz Jamal	Assistant Archaeologist	Archaeology Section, Department of History Musa Dakri Museum	Analysis of Pottery and Antiquities of various sites	8:00 a.m. to 4:00 p.m.
27.	Mr. Moinuddin	Technical Assistant	Department of History	<ol style="list-style-type: none"> <li>1. Assist. to Section Officer Accounts and also maintain the leave records</li> <li>2. Maintain the Register of MAS/Child Reimbursement</li> </ol>	8:00 a.m. to 4:00 p.m.

**DAILY-WAGE STAFF:**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Place of work (Specify the place within Department/Office</b>	<b>Nature of Work (Specify point wise work)</b>	<b>Timings</b>
28.	Mr. Mazhar Ahmad	Daily Wager (Clerical)	Department of History	Letter receiving work	8:00 a.m. to 4:00 p.m.
29.	Mr. Nazir Husain	Daily Wager (Skilled)	Seminar Library Department of History	Dusting and filling of water in Air Coolers of Seminar Library	8:00 a.m. to 4:00 p.m.
30.	Mr. Zaheer Ahmad	Daily Wager (Un- skilled)	Archaeology Section Department of History	Work as Office Attendant in Archaeology Section	8:00 a.m. to 4:00 p.m.
31.	Mr. Saeed Ahmad	Daily Wager (Un- skilled)	Department of History	Work as Museum Attendant	8:00 a.m. to 4:00 p.m.
32.	Mr. Mohammad Muzammil	Daily Wager (unskilled)	Department of History	Dusting (Seminar Library Ground Floor, New & Old Computer Lab), filling of water in Air Coolers in Seminar Library and Office work at Ground Floor	8:00 a.m. to 4:00 p.m.

**(Prof. Syed Ali Nadeem Rezavi)**  
*Chairman & Coordinator*