

MAHARSHI DAYANAND UNIVERSITY ROHTAK



(A State University established under Haryana Act XXV of 1975)
A+ Grade University accredited by NAAC

Dean Students' Welfare Office



Dated: 9-10-2025

Subject: Invitation of Applications for Level A, B, C, and D under the Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme – DSW Office, MDU Rohtak

In pursuance of the provisions of the **Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme for Students**, applications are hereby invited from bona fide, interested, skilled, and eligible students for engagement under **Level A, B, C, and D** of the scheme.

Students are required to:

1. Submit the application **in hard copy**, duly signed by the concerned **Head of Department/Director**, and
2. Fill out the **soft copy** by scanning the **QR code** provided on the application form OR **Google Form Link**:
<https://forms.gle/c7pKCN9iWWiMhcFB8>

In this regard, all **Heads of Departments/Directors** are kindly requested to circulate this information among the students of their respective department/institute/centre and encourage eligible students to apply.

For more details, please refer to the attachments.

Regards,

Dean, Students' Welfare
MDU Rohtak

**Application Form for Service Under
Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme**
(to be filled in hardcopy as well as soft copy - scan QR Code)



To
The Dean, Students' Welfare
Maharshi Dayanand University Rohtak

Respected Madam,

With reference to the Notice No. _____ dated _____, I hereby submit my application for consideration under Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme in:

Level: _____

Service: _____

Applying for Department/ Institute/ Branch: _____

(The application can be moved only for one level, one service and one department/institute/branch)

Details of applicant student

Personal Details

Name of student (in Block Letters):

Father's/ Guardian Name:

Aadhar Number (annex photocopy):

Family ID- PPP (annex photocopy):

Category:

Contact Number:

Email Id:

Permanent Home Address:

Academic Details

Department/ Institute:

Course:

Class & Semester (annex photocopy of I card):

Any reappear in previous years, if yes, mention class:

Academic Score

Marks in 12th class and percentage:

Marks in Graduation and percentage:

Marks in post-graduation and percentage:

Economic Criteria- Tick one of below-mentioned (on the basis of latest Income Certificate)

Upto Rs. 1,80,000

☐

Rs. 1,80,000 to Rs. 3,00,000

☐

Rs. 3,00,000 to Rs. 6,00,000

☐

Above Rs. 6,00,000

☐

Declaration by the Student

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge. I agree to abide by the rules of the Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme and understand that I can avail the scheme only once at one level during course. After this I may apply for next level of the scheme. Further, I am not in receipt of any other incentive scheme like Earn While Learn scheme.

Signature of Student

Head/Director

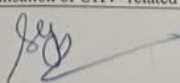
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MAHARSHI DAYANAND UNIVERSITY ROHTAK
DEAN, STUDENTS' WELFARE OFFICE

Subject: Invitation of Applications for Level A under Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme, DSW Office, MDU Rohtak

In pursuance of the provisions of the *Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme for Students*, applications are hereby invited from bonafide interested skilled, and eligible students for engagement under **Level A** (Rs. 200/- per hour subject to maximum of Rs. 8000/- pm and the maximum hours per month is 40 hrs) for various services:

Services	Dept/ Institute/ Branch Requirement	Job Responsibility	Minimum Eligibility
Technical Assistant (ICT)	YRC	Assistance in managing the help desk to perform technical task such as data entry, network maintenance and support as IT team in ensuring smooth office work	Bachelor Programme students (preferably BCA/BTech/MCA /MSc)
	UOP	Assistance in managing the help desk to perform technical task such as data entry, network maintenance and support as IT team in ensuring smooth office work	
	Law	Data Entry	
	IMSAR	Data Entry, supporting technical and associate activities related to data, record keeping of SC/ST scholarship, fee related data	
	Himgiri Hostel	Help Desk of Hostel, Data entry work in the office, network maintenance- cabling and wifi of the hostel	
	UHV	Assistance in office work, preparation of PPT, flex etc.	
	Sanskrit	Data Entry and record maintenance	
	CBT	Help desk, data entry, Network maintenance, cabling and wi-fi	
	CIIE	Assistance in office work, preparation of PPT, flex, etc.	
	Psychology	Data Entry	
	College Branch	Data Entry	
	DSW Office	Data Entry	
Student Assistant (CCPC)	CCPC	Help Desk to register students choices and Industry Queries, Maintaining Databases, Data entry with regard to calendar of events of Career Counseling and Placement, Conducting Aptitude Tests, Seminars/ Workshops of Career Counseling, Skill Development and Placement activities, Job Advertisement Circulation to all students via Physical Notice Boards placed in Departments/ Public places like Student Activity Centre, Library etc. and e-distribution via MDU Career Information Window / Apps etc.	Bachelor Program Students
	Sanskrit	Career counseling and placement record maintenance, queries to industry, maintaining database	
	UIET	Preparing the student database for companies, creating posters/banners/ google form/ writeup for placement drive and off-campus drive, circulation of the training & placement information, physical/ online among the students, maintaining database, coordinating/ conducting aptitude tests, seminar/ workshop for training & placement cell of UIET, communication with the industries	
Laboratory Associate	CBINF	Preparation of sample/ reagents, Cleaning and maintenance of labs, issue of chemicals/ glassware's from the store, labelling of instruments/ reagent bottles etc., cleaning of the instruments/ equipment, any other duty assigned by the lab in-charge	Bachelor Program Students
	Chemistry	Preparation of solutions/ reagents, Cleaning and maintenance of laboratory, Issue of chemicals/glassware's from the store, Labeling of instruments/reagent bottles etc., Cleaning of the equipment, Any other duty assigned by the lab in-charge	
	UIET	Assistance in Laboratory Management	
Student Assistant (ARA)	IMSAR	Past alumni (batchwise) data	Bachelor Program Students
Housekeeping Assistant	Himgiri Hostel	Supervision of housekeeping activities in different areas of hostel, ensure completion of tasks as per requirements & standards of hostel, inspection of rooms and ensuring availability of properly laundered linen throughout operations of hostel	Bachelor Program Students
	Narmada Hostel	Supervision of housekeeping activities in different areas of hostel, ensure completion of tasks as per requirements & standards of hostel, inspection of rooms and ensuring availability of properly laundered linen throughout operations of hostel	
Front	UHV	Assistance in organisation of UHV- related activities	Bachelor Program



Desk Assistant	CIIE	Assistance in the organisation of CIIE-related activities	Students
Yoga Trainer Assistant	CYS	Assistant to Yoga trainer in organizing training session	Diploma Program (yoga science) or 1st year MA (Yoga Science) students having suitable experience in the requisite area
	Dept. of Mathematics		
Food Production Assistant	Narmada Hostel-1	Gather necessary supplies Carry food supplies, Equipment and utensils to and from storage and work areas Perform basic cooking tasks like boilings, pressure cooking etc as per the instructions of the cook Prepare basic food items according to kitchen standards Clean and sanitize production equipment, work surfaces and Kitchen	Bachelor Program Students
	Faculty House, M.D.U	Performing basic cooking tasks, Preparing basic food items according to Kitchen standards	
Food and Beverage Service Assistant	Narmada Hostel-1	Ensuring clean service ware that is cutlery, crockery, glassware Table set-up as per menu Set-up of dummy waiter and stacking up service ware and accompaniments Service assistance at buffet counter Water/welcome drink service Ensuring prompt table service as per standards Re-setting covers, collection and disposal of soiled F&B Linen to laundry Upkeep of mise en scene throughout service	Bachelor Program Students
	Faculty House, M.D.U	Service assistance at table & Buffet counter, Upkeep of mis en scene throughout service	
Eco-Technical Assistant	ESM Cell	Biodiversity conservation and scientific documentation Natural farming	Master program students (preferably M.Sc students in Botany/ Environmental sciences/ any stream of life sciences)

YRC- Youth Red Cross

UOP- University Outreach Programme

CIIE- Centre for Innovation, Incubation and Entrepreneurship

CBINF- Centre for Bio Informatics

CYS- Centre for Yogic Studies

UHV- Universal Human Values

CCPC- Career Counseling and Placement Cell

CBT- Centre for Biotechnology

ESM- Environmental Sustainability Cell

Who can apply? :

- Bonafide interested and skilled students from UTD
- Where the minimum eligibility is Bachelor programme students- students of UG (2nd Year onwards) can apply
- Where the minimum eligibility is Master programme students- students of PG (2nd Semester onwards) can apply

Application Process:

- The eligible students may submit their applications along with all relevant supporting documents, duly forwarded by the Head/Director to the Office of the Dean, Students' Welfare (DSW).
- The application must reach the undersigned on or before 13.10.2025 positively. Thereafter, no application shall be entertained.

Selection Procedure:

- All applications shall be scrutinized by a duly constituted Screening Committee.
- The Committee shall prepare a merit-based recommended list of applicants, in accordance with the scheme guidelines.

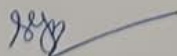

(Dean, Students' Welfare)

MAHARSHI DAYANAND UNIVERSITY ROHTAK
DEAN, STUDENTS' WELFARE OFFICE

Subject: Invitation of Applications for Level B under Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme, DSW Office, MDU Rohtak

In pursuance of the provisions of the *Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme for Students*, applications are hereby invited from bonafide interested skilled, and eligible students for engagement under **Level B** for various services:

Services	Dept/ Institute/ Branch Requirement	Job Responsibility	Minimum Eligibility
Technical Associate (MEW)	UIET	Data entry in ME Branch, any other duty assigned by office	Bachelor Program Students (B.Tech. /M.Tech. in Mechanical Engg.)
Senior Laboratory Associate	Psychology	Maintaining the log register of equipment/ instruments, maintaining the inventory of laboratory items	Bachelor Program Students
Technical Associate (ICT)	NSS	PC maintenance, virtual events management	Bachelor Program Students (preferably BCA/B Tech/ MCA/M.Sc/M Tech)
Student Associate (CCPC)	CCPC	Organizing Group Discussions and Guest Lectures by Industry Experts, Liaisoning with Industry, Profile building of students / Departments / and University, Flier making for different events, Communication with Companies / Industry for Profile Exchange / Invitations / Festival Greetings etc., Placement Events' Handling, Maintaining Database on NIRF and NAAC patterns, Public Perception handling by designing and distribution of fliers, flex etc. of students successfully placed in Campus Recruitments, Web Scrapping for Record Keeping	Bachelor Program Students having good verbal and written communication
Student Associate (ARA)	Alumni	Communication with Alumni for Profile Exchange / Invitations / Festival Greetings etc. in consultation with Faculty Coordinator, Alumni Database handling	Bachelor Program Students
Event Planning & Organising Associate	NSS Cell	Visiting market for various needs, food & refreshment arrangements, kit preparations, maintenance discipline, preparing & ensuring seating arrangements, certificate writing	Bachelor Program Students
	YRC	Assistance in event management, planning, and execution, liaisoning with resource persons, judges, participants, teams, and various departments, including affiliated colleges, coordinate logistics arrangements and communication for university, district, state, and national level programs, visit markets for procurement and arrangement of necessary materials and services.	
	UOP	Assistance in community event management, planning, and execution, liaisoning with adopted villages of MDU & it's all affiliated colleges, resource persons, participants and various departments, coordinate logistics, arrangements and communication for various community outreach programs, visit markets for procurement and arrangement of necessary materials and services	



	Narmada Hostel	<ul style="list-style-type: none"> Liaisoning with various people such as artists/resource persons/judges/participants/teams etc. or departments Maintaining discipline Preparing and ensuring seating arrangement Kit preparations Certificate writing Accommodation arrangements Food and refreshment arrangements Transport management Visiting market for various needs etc. 	
	CMDVS	Performing daily Yajna and other spiritual activities	
Technical Associate (EE-EC)	Himgiri Hostel	Survey of existing building for maintenance purpose of hostel inspection of minor maintenance works, preparation of daily material consumption report, monitoring of lights and connections, any other duty assigned by the office	B.Tech. Third Year (Electrical Engineering) Students
	UIET	Survey of existing building for maintenance purposes, Meter Reading, Inspection of Minor Maintenance works, Preparation of daily material consumption report, Monitoring of Maintenance of Solar Power Plant, Monitoring of Street Lights etc., Any other duty assigned by the office	
Technical Associate (ME-EC)	UIET	Assisting lab technician in conducting lab experiment (UG), assisting the preparation of lab manuals of various labs (UG)	B.Tech. Third Year (Mechanical Engineering) Students
Front Desk Associate	Faculty House MDV	Overall Management of lobby and lounge, Handling guest complaints	Bachelor Program Students

NSS- National Service Scheme

YRC- Youth Red Cross

CCPC- Career Counseling and Placement Cell

CMDVS- Centre for Maharshi Dayanand & Vedic Studies

UIET- University Institute of Engineering and Technology

UOP- University Outreach Programme

Alumni- Alumni Relations Office

Who can apply? :

- Bonafide interested and skilled students from UTD
- Where the minimum eligibility is Bachelor programme students UG (2nd Year onwards) can apply

Application Process:

- The eligible students may submit their applications along with all relevant supporting documents, duly forwarded by The Head/Director to the Office of the Dean, Students' Welfare (DSW).
- The application must reach the undersigned on or before 13.10.2025 positively. Thereafter, no application shall be entertained.

Selection Procedure:

- All applications shall be scrutinized by a duly constituted Screening Committee.
- The Committee shall prepare a merit-based recommended list of applicants, in accordance with the scheme guidelines.

9882 9/10/2025
(Dean, Students' Welfare)

MAHARSHI DAYANAND UNIVERSITY ROHTAK
DEAN, STUDENTS' WELFARE OFFICE

Subject: Invitation of Applications for Level C under Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme, DSW Office, MDU Rohtak

In pursuance of the provisions of the *Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme for Students*, applications are hereby invited from bonafide interested skilled, and eligible students for engagement under **Level C** for various services:

Services	Dept/ Institute/ Branch Requirement	Job Responsibility	Minimum Eligibility
Laboratory Technician Associate	CBINF	Maintenance of the sophisticated equipment/ instruments, performing the sample analysis using sophisticated equipment.	Master Program students in concerned Deptt/Centre/ Institute
Senior Technical Associate (ICT)	Economics	Data analysis, collect and compile data related to all classes upto Ph.D	Bachelor Program Students (preferably BCA/B Tech/MCA/MSc/M Tech/PhD)
	UIET	Data analysis, software development/ configuration/ deployment/ configuration/ deployment/ testing/ documentation	
	Alumni	Data Analysis, Software development/Configuration/Deployment/Testing/Documentation, Mobile Application Development, Backup and Restore Services, System Administration, Database Administration, Virtual Events Management	
Senior Event Planning & Organising Associate	NSS	Photography & videography, designing & printing invitations, flex, banners, mementoes, public relations management including press & media, overall stage management, planning & scheduling of events, including minute to minute programming	Bachelor Program Students having suitable experience in the requisite area
	Faculty House, M.D.U	To help in overall event planning	
Hobby Class Associate	DSW Office	For Student Dance Club	Bachelor Program Students having suitable experience in the requisite area
	Narmada Hostel (Girls)	Choreography, Painting, Playing musical instrument, Yoga Cooking	
Yoga Trainer	CYS	Organizing training session of- Yogaasanas, Pranayama, Kriyaas and mediation, promotion of yoga in the campus	Bachelor Program students having suitable experience in the requisite area
Senior Technical Associate (EE-EC)	UIET	Preparation of line diagram and drawings for addition/alteration of minor electrical lines, works, etc., Preparation of bill of quantities and estimates for minor works, Monitoring of maintenance of HT/LT line, Monitoring of maintenance of DG sets, ACs etc., Maintaining of inventory of electrical items, Maintenance of electrical equipments in labs, Monitoring and Maintenance of motors, Monitoring and Maintenance of HVAC plants, Monitoring and Maintenance of fire alarms, fire fighting, Calculation of parameters for energy conservation/saving, Any other activity deemed necessary	B.Tech. Final Year (Electrical Engg) students
Senior Technical Associate (ME-EC)	UIET	Assisting lab technicians in conducting lab experiments (UG), assisting the preparation of lab manuals of various labs (UG), documentation in mechanical engineering branch, Lab associate in (UG)	B.Tech. Final Year (Mechanical Engineering) Students

NSS- National Service Scheme
CBINF- Centre for Bioinformatics
CYS- Centre for Yogic Studies

UIET- University Institute of Engineering and Technology
Alumni- Alumni Relations Office

Who can apply? :

- Bonafide interested and skilled students from UTD
- Where the minimum eligibility is Bachelor programme students UG (2nd Year onwards) can apply
- Where the minimum eligibility is Master programme students the PG (2nd Semester onwards) can apply
- In case Ph.D Scholars are applying, the applicant should not be in receipt of any Scholarship and Fellowship.

Application Process:

- The eligible students may submit their applications along with all relevant supporting documents, duly forwarded by the Head/Director to the Office of the Dean, Students' Welfare (DSW).
- The application must reach the undersigned on or before 13.10.2025 positively. Thereafter, no application shall be entertained.

Selection Procedure:

- All applications shall be scrutinized by a duly constituted Screening Committee.
- The Committee shall prepare a merit-based recommended list of applicants, in accordance with the scheme guidelines.

888
9/10/2025
(Dean, Students' Welfare)

MAHARSHI DAYANAND UNIVERSITY ROHTAK
DEAN, STUDENTS' WELFARE OFFICE

Subject: Invitation of Applications for Level D under Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme, DSW Office, MDU Rohtak

In pursuance of the provisions of the *Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme for Students*, applications are hereby invited from bonafide interested skilled, and eligible students for engagement under **Level D** for various services:

Services	Dept/ Institute/ Branch Requirement	Job Responsibility	Minimum Eligibility
Teaching Associate	Genetics	<ul style="list-style-type: none">Teaching the assigned curriculum in classroom sessions (Theory/Practical)Evaluating student projects, labs, tests and other assessmentsMaintaining records on student progress/gradesConduct tutorials or review sessions	Ph.D. Scholars (fulfilling eligibility conditions of UGC norms* for the post of Assistant Professor) not in receipt of any scholarship/ fellowship
	Law (Economics)		
	UIET		
	Sanskrit		
	Psychology		

UIET- University Institute of Engineering and Technology

Who can apply? :

- Bonafide interested and skilled Ph.D. Scholars (fulfilling eligibility conditions of UGC norms* for the post of Assistant Professor) not in receipt of any scholarship/ fellowship.

Application Process:

- The eligible students may submit their applications along with all relevant supporting documents, duly forwarded by the Head/Director to the Office of the Dean, Students' Welfare (DSW).
- The application must reach the undersigned within one week from the date of issuance of this Notice.

Selection Procedure:

- All applications shall be scrutinized by a duly constituted Screening Committee.
- The Committee shall prepare a merit-based recommended list of applicants, in accordance with the scheme guidelines.

882 9/10/2025
(Dean, Students' Welfare)