



MAHARSHI DAYANAND UNIVERSITY ROHTAK

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

Dean Students' Welfare Office



DSW/2026/94-97

Dated: 02-02-2026

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.

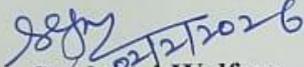
Students are required to:

1. Submit the application **in hard copy** by compulsorily mentioning the level, service and the dept/institute/branch they want to apply.
2. The application form shall be duly signed by the concerned Head of Department/Director.
3. **Submit the application form with all required documents to DSW Office upto 05-02-2026.**

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**

Attested
Photo

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

(with seal)

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** services:

Services	Dept/ Institute/ Branch Requirement	Job Responsibility	Minimum Eligibility
Technical Assistant (ICT)	Account Branch, MDU	Help Desk, Data Entry, NET Work Maintenance Cabling and Wifi	Bachelor Programme students (preferably BCA/BTech/MCA /MSc)
Student Assistant (CCPC)	Career Counseling & Placement Cell	<ul style="list-style-type: none">• Help Desk to Register Students Choices and Industry Queries• Maintaining Databases• Data Entry with regard to Calendar of Events of Career Counselling and Placement.• Conducting Aptitude Tests, Seminars/ Workshops of Career Counselling, 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
Student Assistant (ARA)	Dept. of Alumni Relations	<ul style="list-style-type: none">• Searching of present and past alumni profiles with their contact details (batch wise)• Web Scrapping for Record Keeping• Data / Record keeping of past alumni (batch wise)	Bachelor Program Student

Who can apply? :

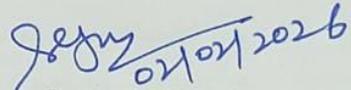
- Bonafide interested and skilled students from UTD
- Where the minimum eligibility is Bachelor programme students- students of UG (2nd Year onwards) can apply
- Where the minimum eligibility is Master programme students- students of PG (2nd Semester onwards) can apply

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 05.02.2026 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
Student Associate (CCPC)	IHTM	<ul style="list-style-type: none"> Organizing Group Discussions and Guest Lectures by Industry Experts Liaising 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 Student having good verbal and written communication
Student Associate (ARA)	IHTM	<ul style="list-style-type: none"> Communication with Alumni for Profile Exchange / Invitations / Festival Greetings etc. in consultation with Faculty Coordinator Alumni Database handling 	Bachelor Program Student
Food Production Associate (HS)	IHTM	<ul style="list-style-type: none"> Ensuring food quality Ensure proper hygiene and sanitation conditions Food Portion Control Supervise entire kitchen operation Assigning duties to trainees Handle guest special requests due to dietary concerns Ensure refilling dishes Assist department in documentation of expenses 	Bachelor Program Student
Food & Beverage Service Associate (HS)	IHTM	<ul style="list-style-type: none"> Check the mise-en-scene standards are maintained Ensure refilling of dishes in buffet counter in coordination with kitchen department Assign duties and control trainees Handle guest special requests Maintain hygiene standards in Service area Coordinate with housekeeping for cleanliness and maintenance of Service Area Ensure the dummy waiters are properly manned and stacked up with necessary equipments 	Bachelor Program Student
House keeping Associate (HS)	IHTM	<ul style="list-style-type: none"> Supervision of Housekeeping activities in different areas Guiding and assigning duties to trainees Ensure completion of tasks as per requirements & standards Inspection of restrooms and ensuring availability of properly laundered linen throughout operations 	Bachelor Program Student
Front Desk Associate (HS)	IHTM	<ul style="list-style-type: none"> Oversee the function of trainees Handling doubts of trainees regarding registration and identification of guests Handling guest complaints regarding accommodation facilities Overall Management of lobby and reception area 	Bachelor Program Student
Associate Accounts Branch	Account Branch, MDU	<ul style="list-style-type: none"> To help in Bank Reconciliation in the shape of uploading the Bank data in the software To help in the fee reconciliation data Issue of advances and adjustment thereof relating to R K. Fund To maintain the record of release of Pension Record. To help in the collection of data from the departments/branch for the recasting of Budget To get the various kind of cases cleared from Audit Branch. To help in checking of Payment Bills i.e. calculation, rate charge in the bills and other formalities. 	M. Com/MBA student

IHTM- Institute of Hotel & Tourism Management, MDU Rohtak

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

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 05.02.2026 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.

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02/02/2026
(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
Hobby Class Associate	Dean Students' Welfare Office	Engage hobby classes for: <ul style="list-style-type: none">• Music• Dance• Theatre	Bachelor Program Student having suitable experience in the requisite area
Senior Technical Associate (ICT)	Dept. of Alumni Relations	<ul style="list-style-type: none">• Data Analysis• Software Development/Configuration/Deployment/Testing/Documentation• Mobile Application Development• Backup & Restore Services• System Administration• Database Administration• Virtual Events Management	Bachelor Program Student (preferably BCA/B Tech/MCA/MSc/ M Tech/PhD)

Who can apply? :

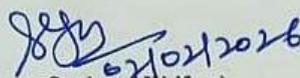
- Bonafide interested and skilled students from UTD
- Where the minimum eligibility is Bachelor programme students UG (2nd Year onwards) can apply
- Where the minimum eligibility is Master programme students the PG (2nd Semester onwards) can apply

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 05.02.2026 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 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	IHTM	<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

IHTM- Institute of Hotel & Tourism Management, MDU Rohtak

Who can apply? :

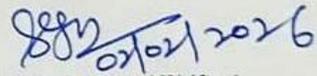
- Teaching Associate-** Bonafide interested and skilled Ph.D. Scholars (fulfilling eligibility conditions of UGC norms* for the post of Assistant Professor) not in receipt of any scholarship/ fellowship.

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 on or before 05.02.2026 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)