

The Commerce Subject Society

Application for Interview

2023-2024

For College Website
AO Adm / SO Adm
Yashwanth
08/6/2023

This is to bring to your kind notice that Combrosia – The Commerce Subject Society plans to conduct interviews on ^{15.6.23} onwards for the core team for the session 2023-24. The structure of the core team for heads and co-heads is for the following departments-

1. Finance Department
2. PR Department
3. Content Department
4. Operations and HR Department
5. Media Department
6. Alumni & CSR Department

Note: Read the guidelines carefully before applying for any position.

Guidelines for the concerned positions for heads and co-heads are as follows:

Eligibility Criteria:

1. The student must be an active member of Combrosia for at least 6 months and must be a student of the 3rd year.
2. The student must have worked in at least two departments throughout the year.
3. The student must be able to show his/her availability throughout the year. If the student remains unavailable for two consecutive meetings then he/she will be replaced.
4. The student is required to present a Statement of Purpose (SOP) and a report of work done.

5. The student must be bonafide.

Responsibility for Concerned Departments:

1. **Finance Department** – The student is required to maintain the financial records/ accounts for the society, finance details of winners for various events, sponsorship details, prize distribution, fund flow statement for all the monetary activities (Cash and Kind) etc.
2. **PR Department** – The student is required to look out for suitable speakers, handle mail correspondence, interact with sponsors, MOU drafting, permissions, society collaborations, etc. for different events organized by Combrosia.
3. **Content Department** – The student is required to draft content for mail correspondence, magazines, anchoring, applications, newsletters, form description, website content, report of every event, R&D, captions, etc.
4. **Operations and HR Department** – The student is required to sync all the other departments, maintain a duty list, take feedback, take attendance, certificate, handle feedback forms, decor, handle grievances, and other related activities concerning different events.
5. **Media Department** – The student is required to maintain the official website of Combrosia, all the other social handles, R&D, photography & videography of events, event posters, etc.
6. **Alumni and CSR Department** - The student is required to maintain constant touch with the alumni and update them about major events, festive greetings, etc. Further, at least two CSR activities must be conducted.

Selected candidates will be informed personally.
For applying for the position, please find the attached Google form link-

<https://forms.gle/eqfEU1fhUFExqWXJ7>

Last date for applying :- 13/06/2023, 11:59 pm

DR. D. EVENDRA JARWAL
TIC
8/6/23

Dr. Monika Gulati
8/6/23

Convenor

The Commerce Subject Society