



PINTOOF LEGAL AND TECHNOLOGICAL PRIVATE LIMITED

Head Office :- B-11, Block-B, Shankar Garden, Vikaspuri, Delhi, 110018

Call : 011-69270569,8269712463,9981542328 E-mail : info@pintoofgroup.in | Website : www.pintoofgroup.in

Reg.No.: C/072082/ROC-GWALIOR CIN No: U69100MP2024PTC072082 GSTIN No: 23AAOCP8968K1ZJ

This Is A Registered Company Of Ministry Of Corporate Affairs (Government Of India)

(ADVT. NO. HR-PIN1009/2025 - Dated 01/09/2025) आवेदक वेबसाइट www.pintoofgroup.in Call:-011-69270569

Recruitment Exam 2025

Complete information related to recruitment

Pintoof Legal & Technological Services invites online applications from eligible candidates for the following vacant position

online application form

Starting date for filling online application form
01/09/2025

Last date for filling online application form 15/10/2025

Probable exam date and day

Starting Tuesday, October 28, 2025

Exam fee for online application

For direct
recruitment posts

General Caste/SC/ST/OBC/EWS

₹350 Examination Fees

Application fee will be same for all candidates including candidates from reserved categories like SC, ST, OBC and EWS.

Note:- Once the online application and examination fee is submitted, the examination fee is non-refundable.

Applications are invited for the vacant posts

S. no.	Designation	Educational qualification	Salary	vacancies	Age
1	General Manager (GM)	Graduation Pass to Post Graduate	Rs.40,000-48,800	90	25-40
2	Manager	12th Pass to Post Graduate	Rs.30,000-35,000	300	23-40
3	Assistant Manager	12th Pass to Post Graduate	Rs.27,000-33,000	300	23-40
4	HR (Human Resource)	Graduation Pass to Post Graduate	Rs.30,000-35,200	300	25-40
5	Team Leader	12th Pass to Post Graduate	Rs.23,500-27,500	400	20-40
6	Computer Operator	10th Pass + Computer Basic knowledge	Rs.22,500-25,000	400	18-40
7	Office Attendant	10th Pass to Post Graduate	Rs.22,500-28,500	400	18-40
8	Field Officer	10th Pass to Post Graduate	Rs.22,000-24,000	UNLIMITED	18-48
9	Training Officer	12th Pass to Post Graduate	Rs.22,000-24,000	300	21-40

Written Examination Syllabus

Exam details	Questions	Time	Marks
Written Examination	1. General Awareness 2. Aptitude and Reasoning 3. Mathematics 4. Industrial Knowledge	25 25 25 25	90 min TOTAL 100 (25 marks for each subject)



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The Nature And Role Of Work

1. **General Manager (GM):-** - A general manager (GM) is an executive who has overall responsibility for managing both the revenue and cost elements of a company's income statement, called profit and loss (P & L) responsibility. A general manager typically oversees most or all of a company's marketing and sales functions, as well as the day-to-day operations of the business. Often, the general manager is responsible for effective planning, delegating, coordinating, staffing, organizing, and making decisions to achieve the desired profit-making results for an organization.
2. **Manager:** - A manager is a person in an organization or team who is responsible for achieving goals through the actions of planning, organizing, leading, and controlling. Their main job is to ensure that the team or department works efficiently and effectively, and meets the objectives of the organization.
3. **Assistant Manager:** - An assistant manager is a person who assists the manager in the management of a department or team. This is a mid-level management role that oversees daily tasks, supervises employees, and helps achieve business goals.
4. **HR (Human Resources)** - HR, which means Human Resources, is an important department of any organization. This department manages various aspects such as recruitment, training, salary, benefits, and workplace relations of employees. The main objective of HR is to create a successful and productive work environment for both employees and the company. The HR department manages the search, interview and selection process of new employees.
5. **The team leader:** - A team leader acts as a link between the team and upper management. He motivates and guides team members, helps achieve goals, and creates a positive and productive environment within the team. The role of a team leader includes supervising the work of team members, solving problems, and providing training and development to improve team performance. Team leaders motivate team members and direct them towards a common goal. They guide team members in their work, monitor their progress, and motivate them.



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6. **The computer operator:** - The main function of the computer operator is to operate and monitor the computer system and its connected devices. They ensure that computers and related equipment are working properly, and help data processing and other tasks run smoothly.
7. **Office Attendant:** An office attendant is a person who helps in the smooth functioning of the office. Their role includes a variety of administrative and support functions, such as welcoming visitors, managing files, maintaining office supplies, and assisting other employees.
8. **Field Officer:-** A field officer is a person who works in the field for an organization. Their role includes implementing the organization's policies and plans on the ground, collecting data, engaging with customers or stakeholders, and managing operations related to the field.
9. **A Training Officer:-** is the person who is responsible for designing, implementing and evaluating training program to teach employees the knowledge and skills required to perform better in their work. The role of the training officer is crucial in ensuring that the employees of the organization remain competent, motivated and connected.

Facilities Provided By The Company To The Employees

Pintoof Legal & Technological Private Limited Company provides various types of facilities to its employees such as - CL, PL, Promotion, Salary Hike, EPFO, ESIC and much more and also provides facilities like loan to the employees in case of emergency.

Work Location

Pintoof Legal & Technological Pvt. Ltd. will provide duty location to all employees within 200 km from their location, with the same distance for both male and female candidates.



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Exam Syllabus Details

1.General Awareness:- Current affairs of national and international importance, Sports and Games, Art and Culture of India, Indian Literature, Monuments and Places of India, General Science and Biology, History of India and Freedom Struggle, Physical, Social and Cultural Relations of India and World Economic Geography, Indian Politics and Governance, Constitution and Political System, General Scientific and Technological Developments including India's International and Nuclear Program, United Nations and other important World Organizations, Environmental Issues concerning India and the World, Computers and Basics of applications, important government and public sector organizations of India etc.

2. Aptitude & Reasoning :- The questions in this part are aimed at measuring the general learning ability of the candidates. The questions will be based on Alpha Numerical Series, Coding & Decoding, Analogies, Following Instructions, Similarities & Differences, Problem Solving & Analysis, Non Verbal Analysis based on Diagrams, Age Calculations, Calendar & Clock, Number System, Percentage, Ratio & Proportion, Partnership, Profit & Loss, Average, Time & Work, Time & Distance, etc.

3. Mathematics:- Mathematics syllabus usually covers topics like basic arithmetic, algebra, geometry, trigonometry and data interpretation. It includes number systems, simplification, ratio, percentage Covers core concepts like profit loss, time and work, averages, geometry theorems, area and volume, and statistics.

4. Industrial Knowledge:- The course of Industrial Knowledge will generally be related to how management is done in the industry, safety equipment, management, production etc.



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Exam Details

1. The written examination will consist of 100 objective type multiple choice questions. Each question will carry one mark. No marks will be awarded for unattempted questions.
2. The exam will be conducted in English and Hindi.
3. There will be no negative marking.
4. While filling the online application form, the applicant should carefully decide his/her choice of examination center.
4. Examination center once chosen will not be changed under any circumstances, hence candidates must select the center carefully and indicate it correctly in their application.
5. Pintoof Legal & Technological Services reserves the right to cancel any center and ask the candidates of that center to appear from another center.
6. Examination fee of Rs.350 is applicable for the vacant posts. Fee once paid is not refundable under any circumstances.
7. Candidates must ensure that the examination fee is paid before the last date of application. Delay in submitting the payment will be the responsibility of the candidate.
8. There will be no provision for re-evaluation/re-checking/checking of answer sheet/score and no correspondence will be entertained in this regard.
9. Pintoof Legal & Technological Services reserves the right to cancel any center and ask the candidates of that center to appear from another center.





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Exam Center

Sl No.	States and Union Territories	Exam Centre
1	Madhya Pradesh and Chhattisgarh	Bhopal, Indore, Jabalpur, Bilaspur, Raipur
2	Bihar and Uttar Pradesh	Agra, Gorakhpur, Kanpur, Lucknow, Prayagraj, Varanasi, Patna, Darbhanga, Muzaffarpur
3	Delhi, Rajasthan, Uttarakhand	Dehradun, New Delhi, Jaipur, Jodhpur, Udaipur
4	Jharkhand, Odisha, West Bengal	Ranchi, Bhubaneswar, Siliguri, Kolkata
5	Karnataka and Kerala	Bengaluru, Mysuru, Kannur, Ernakulam, Thiruvananthapuram
6	Assam, Manipur	Imphal, Guwahati, Dibrugarh
7	Chandigarh, Himachal Pradesh, Jammu and Kashmir, Punjab	Chandigarh, Shimla, Jammu, Srinagar, Amritsar, Jalandhar
8	Andhra Pradesh, Tamil Nadu, Telangana	Visakhapatnam, Chennai, Madurai, Hyderabad
9	Maharashtra, Gujarat	Nagpur, Mumbai, Ahmedabad, Surat, Pune, Vadodara, Rajkot



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How to Apply

1. Click on Apply Online Application by going to the Candidate Segment available on the home page through the website www.pintoofgroup.in.
2. Instructions for filling online application form and examination rules will be available.
3. After studying the instructions and rules well, click on the Continue button to fill the online application form.
4. It is mandatory to fill all the information required in the online application form correctly and in case of any information vacant, online application form will not be submitted.
5. Photo and signature will have to be uploaded along with online application form.
6. Check the online application once before submitting the online application and only then click on the Submit button.
7. After clicking on submit the form will have to be paid the examination fee, for payment, you have to click on Process to Payment button.
8. Examination fee online you can submit through any means such as:- UPI, Debit Card, Credit Card, Internet Banking.
9. The application portal will be operational till 11:59 pm on 15 October 2025.

The portal will not be accepted any registration done after 15 October 2025.

Selection Process

1. Candidates will have to take the written test first.
2. The candidates who receive Arihant in the written examination will appear in the registered office of the company for personal interview, the date and time of the interview will be mentioned in the call letter which will be uploaded on the website.
3. Interview will be conducted only in Hindi and English language. Based on the individual distant performance of the written examination and interview, a candidate will be shortlisted for final selection, talking that his character is successfully completed and then there will be a medical test.



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General Terms

- Candidates will have to take the written test first.
- The candidates who receive Arihant in the written examination will appear in the registered office of the company for personal interview, the date and time of the interview will be mentioned in the call letter which will be uploaded on the website.
- Interview will be conducted only in Hindi and English language.
- Based on the individual distant performance of the written examination and interview, a candidate will be shortlisted for final selection, talking that his character is successfully completed and then there will be a medical test.
- It is mandatory for the applicant to bring the ball point pen at the examination center and the admit card downloaded from the website for admission in the examination hall.
 - It will be mandatory to bring the original photo identity card in the examination, as a photo - containing identity card, the candidate can select the polling identity card, PAN card, Aadhaar card, driving license, and one of the passports, the candidate will be denied appearing in the examination due to lack of original photo identity card.
 - Before applying, candidates should follow the instructions given in the advertisement carefully.
 - Candidates are advised in their interest not to submit the online application before the last date and do not wait till the last date so that due to heavy load on the website, the possibility of inability or success can be avoided on the company's website.
 - Candidates should ensure that they are eligible for profiles in the context of the age area qualification etc. prescribed in this advertisement before applying for profiles.
 - Once the request for the change in any details in the application form will be accepted under any circumstances.
 - Candidates should fill their correct and active email and mobile numbers in the online application as further correspondence by the company will be done only through email SMS.
 - For further procedure, it is mandatory for each profile to complete training successfully.
 - After passing written examination and interview, a certain training fee also applies. It is also mandatory to pass the training assessment for further processing.
 - TA/DA will not be provided to any candidate to appear in the written examination interview.
 - Candidates should fill their correct and active email and mobile numbers in the online application as further correspondence by the company will be done only through email SMS.
 - For further procedure, it is mandatory for each profile to complete training successfully.
 - After passing written examination and interview, a certain training fee also applies. It is also mandatory to pass the training assessment for further processing.
 - TA/DA will not be provided to any candidate to appear in the written examination interview.
 - The candidate should have a character certificate which indicates that there is no criminal record against the past and currently.



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- Pintu reserves the right to make changes in the legal and technological services selection process examination scheme.
- No person will be selected until he is mentally and physically healthy and does not have any physical defects that can obstruct the efficient performance of his official duties, so a person with benchmark disability is not a letter

The candidate can contact the toll free number 011-69270569 for the information/ problem, as well as any complaint related to the examination and suggestion can be sent to the e-mail id-info@pintoofgroup.in "



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