

# 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](mailto:info@pintoofgroup.in) | Website : [www.pintoofgroup.in](http://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)

## Pintoof Legal and Technological Private Limited

### Official Interview Notice

Date: 18/ 11 / 2025

To,

The Candidate

### Subject: Online Interview Notification

Dear Candidate,

This is to inform you that the previously scheduled **offline interview** for the position at **Pintoof Legal and Technological Private Limited** has now been shifted to an **online interview**, as per the updated company guidelines.

We are pleased to inform you that your profile has been shortlisted by **Pintoof Legal and Technological Private Limited**. You are hereby invited to attend an **online interview** as per the following details:

- Interview Date: 15<sup>TH</sup> December 2025
- Interview Time: *To be confirmed*
- Mode of Interview: Online (Google Meet / Zoom)
- Interview Link: Will be shared **30 minutes prior** to the scheduled interview time.

### Required Documents:

- Aadhar / Valid Photo ID

For any questions or clarifications, you may contact the HR Team of **Pintoof Legal and Technological Private Limited**.

Thank you,

HR Department

For" Pintoof Legal and Technological Private Limited"



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## 🔔 ONLINE INTERVIEW – Important Instructions

Please follow the guidelines below before attending the online interview:

### 1. Internet & Device Setup

- Ensure you have a stable internet connection.
- Keep your laptop/mobile fully charged.
- Test your camera and microphone before joining.

### 2. Quiet Environment

- Attend the interview from a quiet, disturbance-free place.
- Keep your background neat and professional.

### 3. Join on Time

- The interview link will be shared 30 minutes before the scheduled time.
- Join the meeting as soon as you receive the link.

### 4. Professional Appearance

- Keep your camera ON unless instructed otherwise.
- Wear simple and professional clothing.

### 5. Technical Guidelines

- Install Google Meet / Zoom in advance (if needed).
- Keep your microphone on mute until your turn to speak.
- Turn off notifications and put your phone on silent mode.

### 6. Communication & Behavior

- Speak clearly and politely.
- Answer questions honestly, confidently, and to the point.

