TEXCO

User Guide for Ex-Servicemen

Contents

The online recruitment portal of the Tamil Nadu Ex-servicemen's Corporation (TEXCO) Ltd. provides a consolidated view of the weekly job openings under various departments. The user-friendly design of portal enables the user to easily search and apply for job vacancies. It also provides options to manage the user profile details and job application history.

This guide is intended for users seeking jobs through Tamil Nadu Ex-servicemen's Corporation Ltd. Following sections of this guide will provide the step-wise instructions to:
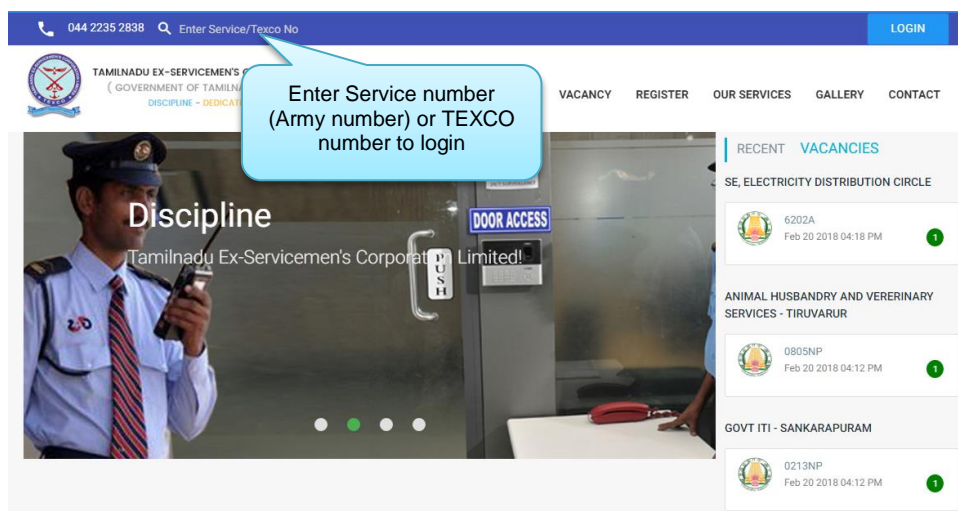
- view vacancies

- apply for job vacancies

- register new employees

- change profile details

- view job history

To open TEXCO:

1. Open your browser.

2. Enter *Texco.in* in the address bar of your browser and press the **Enter** key. The TEXCO homepage is displayed.
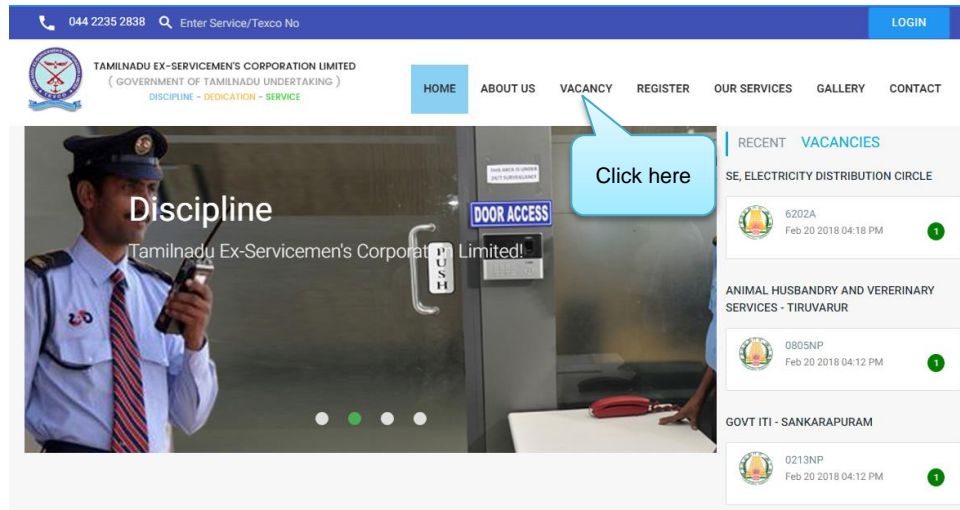
For existing users:

3. To login, enter the service number (Army number) or TEXCO number in the Search field and press the **Enter** key.

1. Click on **Vacancy**.

2. The weekly vacancies are displayed in the **Recent Vacancy** screen. The vacancies are grouped under two categories: DGR wage rate vacancy will be on the top of the page and TN wage rate vacancy will be below the DGR rate vacancy. You can apply for vacancies under both categories.

3. To search for a particular vacancy, enter the client name or region. You can also select multiple regions by selecting the respective check boxes.
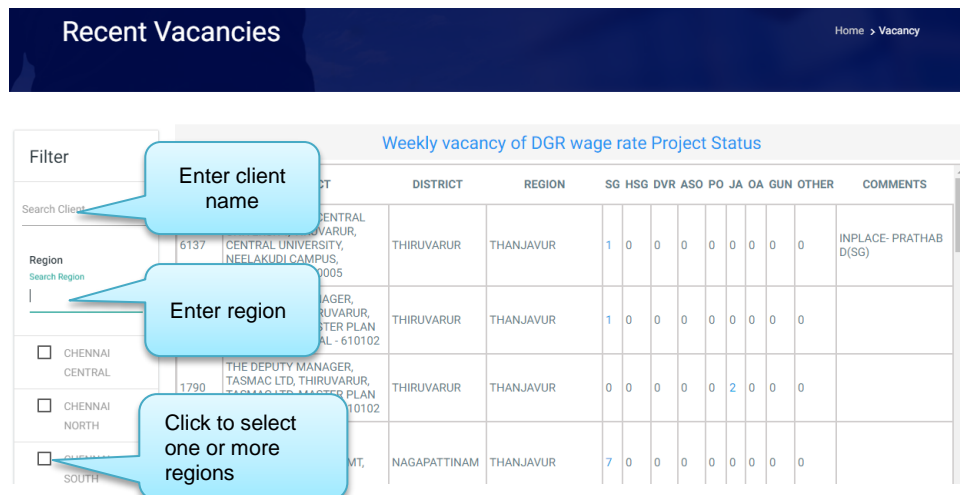
4. The vacancies that match the selected details are filtered and displayed under the respective category.

Apply for Job Vacancies

1. In the **Recent Vacancies** screen, click on a vacant post that you wish to apply. The job details are displayed in the **Apply Job** screen.

2. Enter your TEXCO number or Service number (Army number), and click **View**. The applicant's details are displayed.

3. Click **Apply**. A confirmation message is displayed.

Number of vacancies : 1   Project No : 6137   Client : DEAN, CENTRAL UNIVERSITY

Applied Vacancies : 0   Region : THANJAVUR   Builing : CENTRAL UNIVERSITY

Waiting Vacancies : 1   District : THIRUVARUR   Street : NEELAKUDI CAMPUS

Comments : INPLACE- PRATHAB D   Posted Date : 20 Feb 2018   Area : THIRUVARUR

Enter Texco or Service No

[VIEW]   [REGISTER FOR NEW EMPLOYEE]

Name : ▮▮▮▮▮▮▮▮▮▮▮▮
Father's Name : ▮▮▮▮▮▮▮▮▮▮AN

Texco No : ▮▮▮▮▮   Date Of Birth : 11 May 1973   Rank : HAV

Service No : 6▮▮▮▮▮▮   Mobile : 9▮▮▮▮▮▮▮   Corps : AOC

Reg No :   Address : N▮▮▮▮▮▮▮▮   Trade : COOK

Army Qualification :   Civil Qualification : 9th   Esmid No : ▮▮▮▮▮

Click here

CANCEL   APPLY

Note: You can apply for a job only if you are eligible and meet all pre-requisites. You can apply only for two jobs per week. The system will automatically display a message if you are not eligible for the post.

4. In the confirmation message, select **Print** to print the registration receipt or click **Apply** to apply for another job.

Job Apply

Do you want to Print or Apply for other Job ?

Click to apply for another job

Click to print registration receipt

PRINT   APPLY

Note: This confirmation message will not be displayed while applying for a second vacancy within the same week. The system will automatically display the preview page.

5. If you choose to print, a preview of the registration receipt is displayed. Click on **Print**.

Print

Total: **1 sheet of paper**

Print   Cancel

Destination   HP LaserJet ▮▮▮

Change...

Click here

Pages   ● All
         ○ e.g. 1-5, 8, 11-13

Copies   1

Layout   Portrait

Options   ☑ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

TAMILNADU EX-SERVICEMEN CORPORATION LIMITED
REGISTRATION FOR EXSERVICEMEN

Registration Number	
Registration Date	
Service No	
Rank	
Name	
Father Name	
Date Of Birth	
Ex ID No	
Address	
Mobile	
Trade	
Army Qualification	
Texco NO	
Transfer From	

S.No	Area/Region	District	Proj No	Proj Name	Category	Status

Special Terms and Conditions:
1. The following documents are required for verification. Hence, the applicants are requested to bring originals along with Photocopy of the documents:-

• Ex-servicemen ID Card
• Discharge Book
• PPO
• School or college certificate
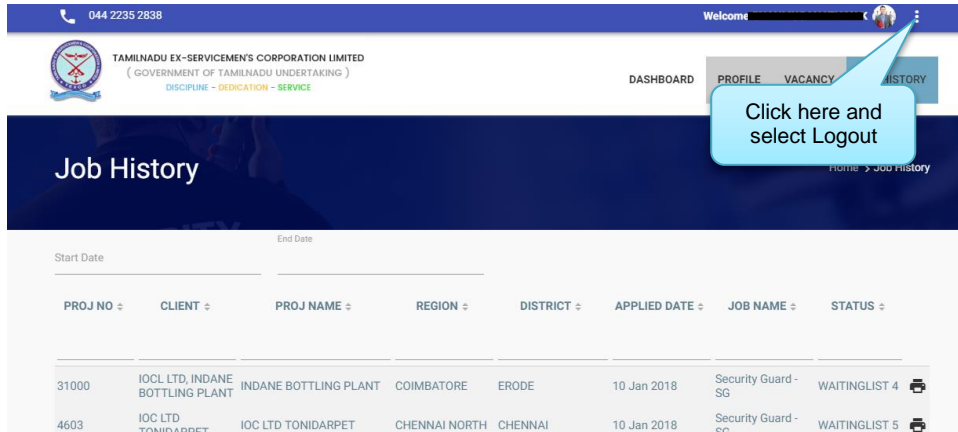
2. For address proof:

• Ration card
• Voter ID or Driving License
• Additional Qualification Certificate (Original), If any

3. This receipt shows the seniority of your booking for a particular vacancy. It shall not confer any right for appointment to that vacancy. Final orders will be issued at the time of interview, subject to fulfillment of other eligibility criteria.

Note: You must carry a copy of the registration receipt at the time of interview. All documents/photocopies listed under Terms and Conditions must be furnished at the time of interview.

Register New Employees

1. Click on **Employee (Ex-Servicemen)** under **Register**. The **Register** screen is displayed.
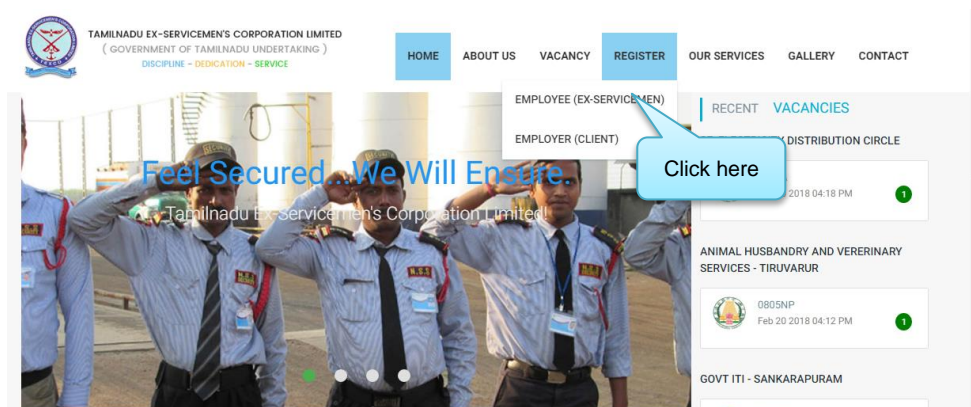
Alternatively, you can also open the **Register** screen by clicking on **Register for New Employee** in the **Apply Job** screen.
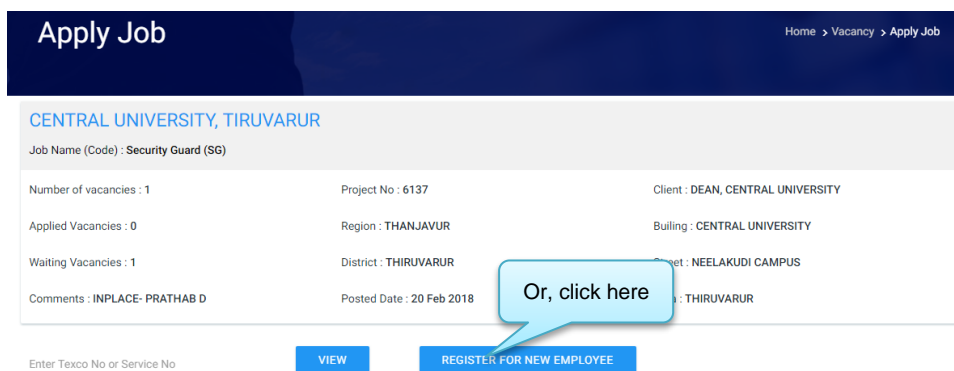
2. Enter the applicant's details in the following fields.

Field	Description
Service No.	Service number of the applicant.
Name	Name of the applicant as displayed in the Army service record.
Father Name	Father's full name.
Date of Birth	Click to select the applicant's date of birth.
Email	Email address of the applicant.

Field	Description
Mobile	Mobile number of the applicant.
Gender	Gender of the applicant.
Aadhar No.	Aadhar number of the applicant.
Pan Number	Pan card number of the applicant
UAN	UAN number of the applicant

3. Enter the permanent address of the applicant. Select the region, district, taluk, and state under which the specified address is located.

4. Select **Same Address** checkbox if the communication address is same as the above mentioned address. Or, enter the communication address of the applicant.

5. Enter the following details in the respective fields.

Field	Description
Nominee	Legal nominee of the applicant.
Nominee Relation	Select the relationship of the nominee with the applicant.
Account No.	Savings bank account number of the applicant. Account must be held in Indian Overseas Bank only.
Religion	Religion of the applicant.
Caste	Caste of the applicant.

6. Enter the qualification and rank details of the applicant in the following fields.

Field	Description
Army Qualification	Qualification Posses through Army.
Civil Qualification	Qualification perused through any government authorized institutions.
Rank	Rank held at the time of retirement.
Corps	Corps to which the applicant was associated.

Trade	Trade to which the applicant was associated.
Ex ID No.	Enter the ex-identification number issued by the concern Assistant Director/Deputy Director of the District.
Character	Remarks on the conduct of the applicant.

7. Click **Save**.

Dependent Registration:

If dependents want to apply for a job, select the **Dependent** checkbox and enter the name of the dependent.

Only female dependents of ex-servicemen can register under Dependent quota.

> **Note:** *Dependents must bring the original dependent ID card, legal heir certificate, death certificate, and discharge book at the time of interview. They can apply for vacancies in WSG category only.*

Change Profile Details

1. Enter the service number (Army number) or TEXCO number in the Search field and press the **Enter** key. The dashboard is displayed.
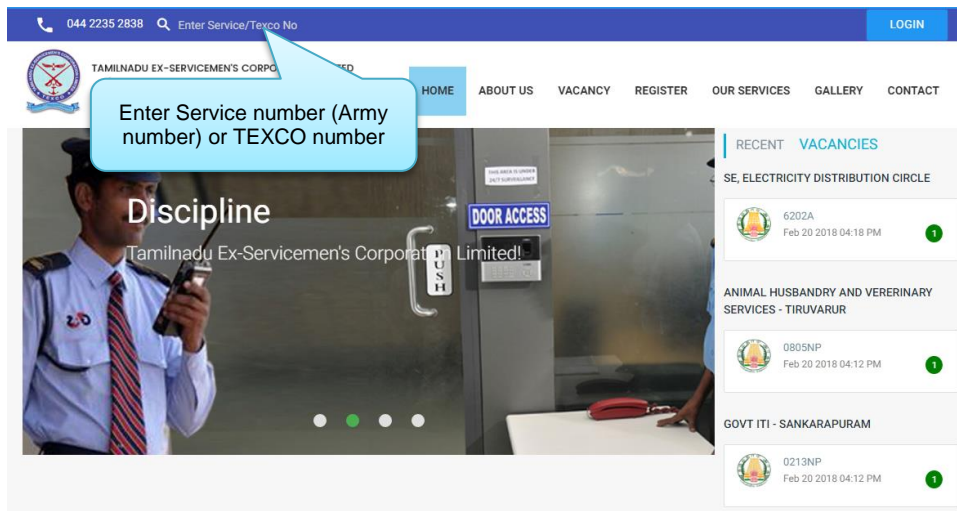
> **Note**: *You may skip the above step if you have already logged in to the TEXCO application.*

2. Click on **Profile**. The **Profile** screen is displayed.
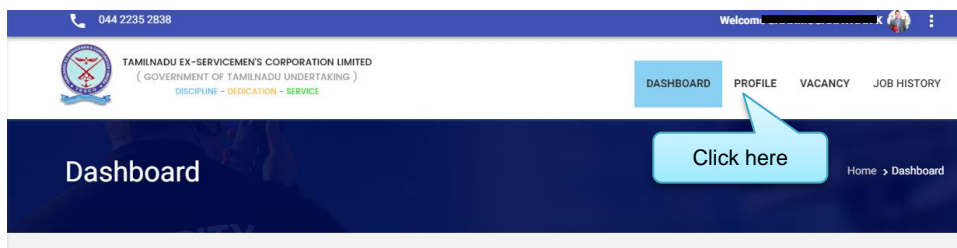
3. Modify the profile details, as required. For more details, see **New Employee Registration**.

> **Note**: *You can modify only the details of the following fields: Address, Mobile Number and Rank*

4. Click **Save** to update the profile details.

1. Enter the service number (Army number) or TEXCO number in the Search field and press the **Enter** key. The dashboard is displayed.

Note: You may skip the above step if you have already logged in to the TEXCO application.

2. Click on **Job History**. The **Job History** screen is displayed.
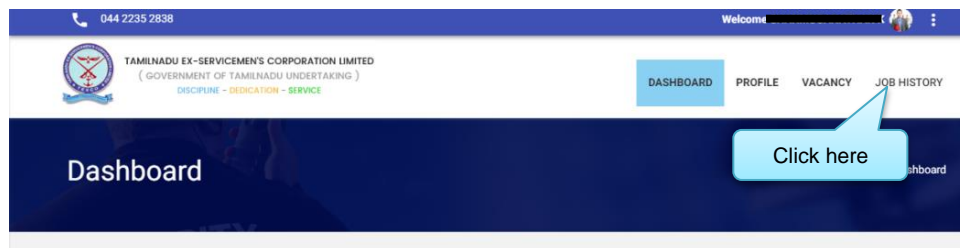
3. To filter the job history details, select the start date and end date from the date picker. The job details that match selected period are displayed.
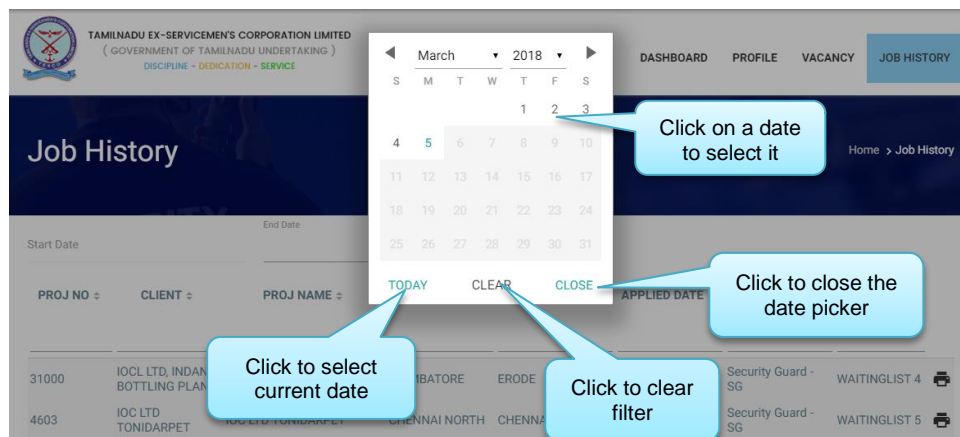
4. To print the registration receipt click 🖶 .

5. In the screen that appears subsequently, click **Print**.

Logout of TEXCO

To log out of the TEXCO application, click ⋮ at the top right corner of the screen and select **Logout**.