

TEXCO

User Guide for Ex-Servicemen

Contents

About TEXCO	1
View Vacancies	3
Apply for Job Vacancies	4
Register New Employees	7
Change Profile Details	10
View Job History	12

About TEXCO

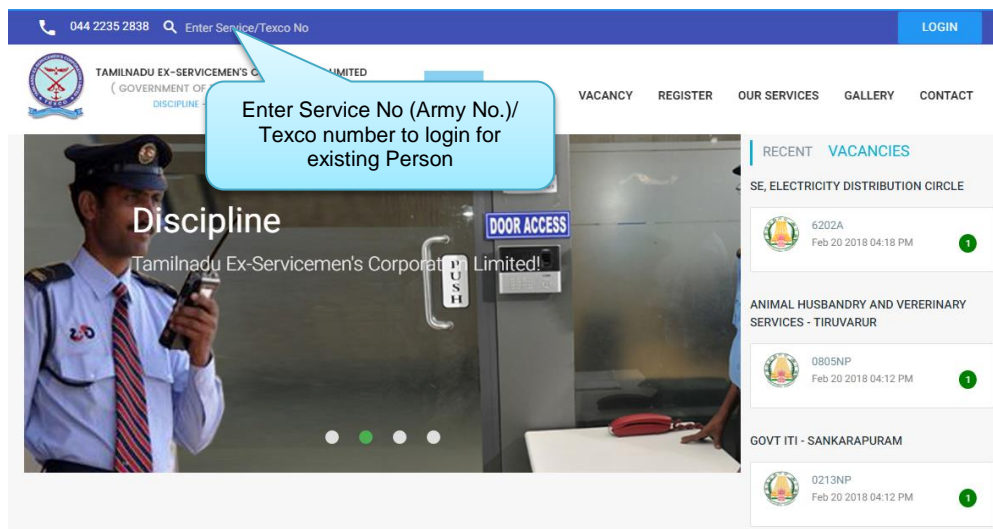
Recruitment online portal of the Tamil Nadu Ex-servicemen's Corporation Ltd provides a consolidated view of the weekly job openings under various departments. The user-friendly design of portal enables the user to easily search and apply for job vacancies. It also provides options to manage the user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

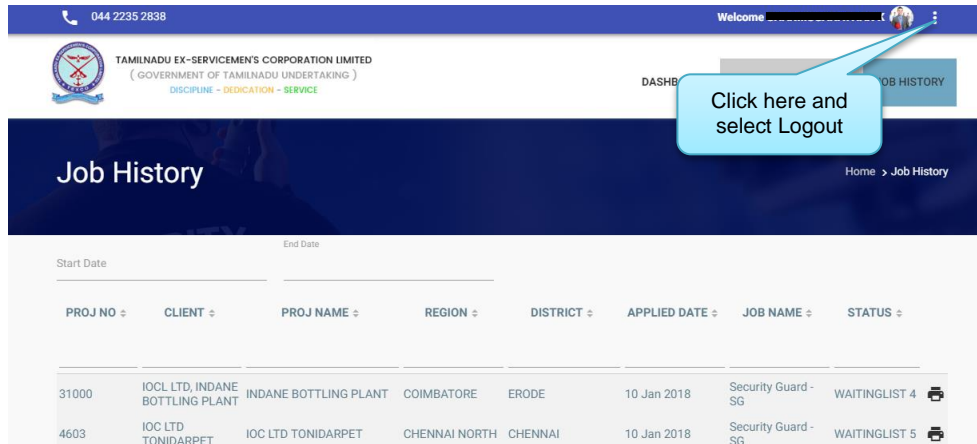
- view vacancies
- apply for job vacancies
- register new employees
- change profile details
- view job history

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.
3. To login, enter the service number (Army No.) or Texco number in the Search field and press the **Enter** key.



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

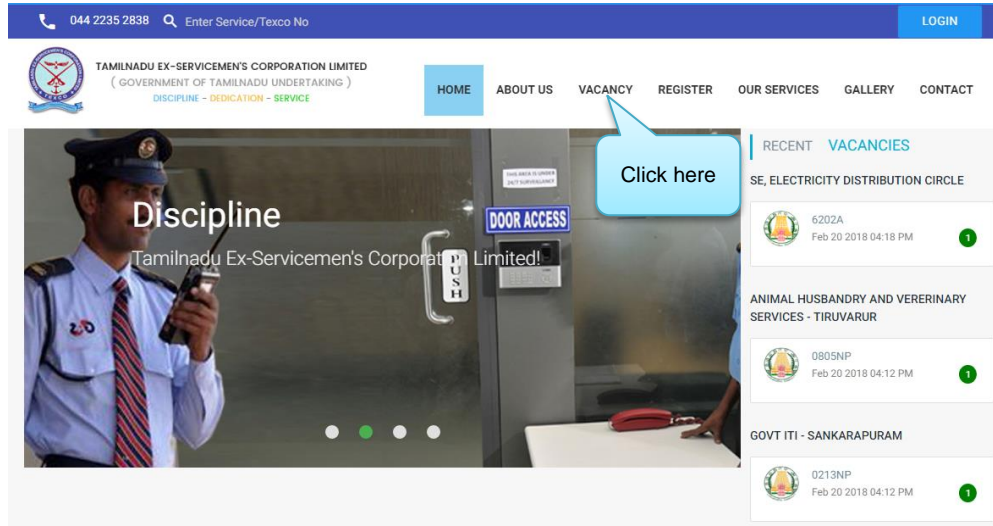


The screenshot displays the TEXCO application interface. At the top, a blue header bar contains the phone number 044 2235 2838 on the left and a 'Welcome' message with a user profile icon on the right. Below the header, the TAMILNADU EX-SERVICEMEN'S CORPORATION LIMITED logo and name are visible, along with the tagline 'DISCIPLINE - DEDICATION - SERVICE'. The main content area is titled 'Job History' and features a table with columns for PROJ NO, CLIENT, PROJ NAME, REGION, DISTRICT, APPLIED DATE, JOB NAME, and STATUS. Two rows of job history are listed, both with an applied date of 10 Jan 2018 and a status of 'WAITINGLIST'. A callout box with a blue border and a white background points to the three dots menu icon in the top right corner, with the text 'Click here and select Logout'.

PROJ NO	CLIENT	PROJ NAME	REGION	DISTRICT	APPLIED DATE	JOB NAME	STATUS
31000	IOCL LTD, INDANE BOTTLING PLANT	INDANE BOTTLING PLANT	COIMBATORE	ERODE	10 Jan 2018	Security Guard - SG	WAITINGLIST 4
4603	IOC LTD TONIDARPET	IOC LTD TONIDARPET	CHENNAI NORTH	CHENNAI	10 Jan 2018	Security Guard - SG	WAITINGLIST 5

View Vacancies

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.

Recent Vacancies Home > Vacancy

Weekly vacancy of DGR wage rate Project Status

Filter	DISTRICT	REGION	SG	HSG	DVR	ASO	PO	JA	OA	GUN	OTHER	COMMENTS
Search Client	THIRUVARUR	THANJAVUR	1	0	0	0	0	0	0	0	0	INPLACE- PRATHAB D(SG)
Region	THIRUVARUR	THANJAVUR	1	0	0	0	0	0	0	0	0	
CHENNAI CENTRAL	THIRUVARUR	THANJAVUR	0	0	0	0	0	2	0	0	0	
CHENNAI NORTH	THIRUVARUR	THANJAVUR	0	0	0	0	0	0	0	0	0	
SOUTH	NAGAPATTINAM	THANJAVUR	7	0	0	0	0	0	0	0	0	

Enter client name

Enter region

Click to select one or more regions

4. The vacancies that match the selected details are filtered and displayed in 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.

Recent Vacancies
Home > Vacancy

Filter

Search Client

Region
Search Region

|

☐ CHENNAI CENTRAL

☐ CHENNAI NORTH

☐ CHENNAI SOUTH

Weekly vacancy of DGR wage rate Project Status

PROJ NO	PROJECT	DISTRICT	REGION	SG	HSG	DVR	ASO	PO	JA	OA	GUN	OTHER	COMMENTS
6137	THE REGISTRAR, CENTRAL UNIVERSITY, THIRUVARUR, NEELAKUDI CAMPUS, THIRUVARUR - 610005	THIRUVARUR	THANJAVUR	1	0	0	0	0	0	0	0	0	INPLACE- PRATHAB D(SG)
1760	THE DEPUTY MANAGER, TASMAL LTD, THIRUVARUR, TASMAL LTD, MASTER PLAN COMPLEX, VILAMAL - 610102	THIRUVARUR	THANJAVUR	0	0	0	0	0	0	0	0	0	
1790	THE DEPUTY MANAGER, TASMAL LTD, THIRUVARUR, TASMAL LTD, MASTER PLAN COMPLEX, VILAMAL - 610102	THIRUVARUR	THANJAVUR	0	0	0	0	0	2	0	0	0	
6197	THE STM, IOCL MUTTAM(CBMT, NARIMANAM), IOCL,CBMT, MUTTAM VILLAGE,	NAGAPATTINAM	THANJAVUR	7	0	0	0	0	0	0	0	0	

2. Enter your Texco number or Service number (Army No.), and click **View**. The applicant's details are displayed.

Apply Job
Home > Vacancy > Apply Job

CENTRAL UNIVERSITY, THIRUVARUR

Job Name (Code) : Security Guard (SG)

Project No : 6137

Region : THANJAVUR

District : THIRUVARUR

Comments : INPLACE- PRATHAB D

Client : DEAN, CENTRAL UNIVERSITY

Building : CENTRAL UNIVERSITY

Street : NEELAKUDI CAMPUS

Area : THIRUVARUR

Area : THIRUVARUR

Enter Texco No or Service No

VIEW

REGISTER FOR NEW EMPLOYEE

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

Apply for Job Vacancies

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 No or Service No
|

[VIEW](#) [REGISTER FOR NEW EMPLOYEE](#)

Name : [REDACTED]
Father's Name : [REDACTED] N

Texco No : [REDACTED] Date Of Birth : 11 May 1973 Rank : HAV
Service No : [REDACTED] Mobile : [REDACTED] Corps : AOC
Reg No : [REDACTED] Address : [REDACTED] Trade : COOK
Army Qualification : [REDACTED] Civil Qualification : 9th Esrmid No : [REDACTED]

[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.

- 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 print registration receipt](#) [Click to apply for another job](#)

[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.

- 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 1000 [Change...](#)

Pages: ☒ All ☐ e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait

Options: ☒ Two-sided

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

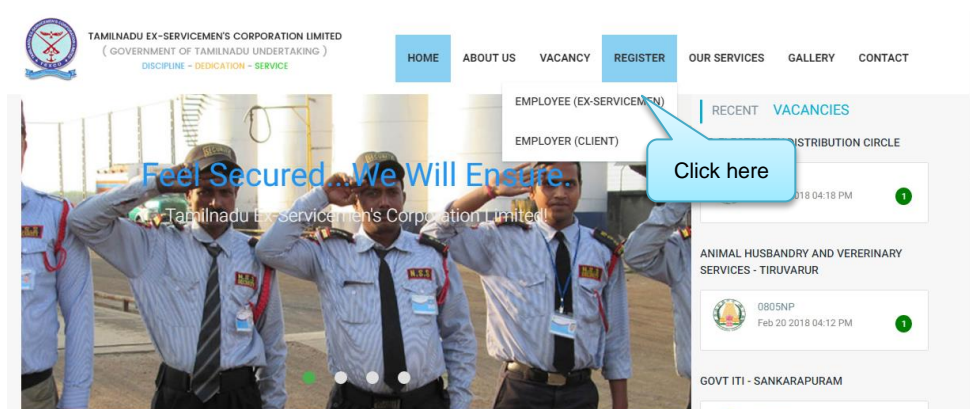
[Click here](#)

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:- <ul style="list-style-type: none">Ex-servicemen ID CardDischarge BookPPDSchool or college certificate						
2. For address proof:- <ul style="list-style-type: none">Ration cardVoter ID or Driving LicenseAdditional 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.						

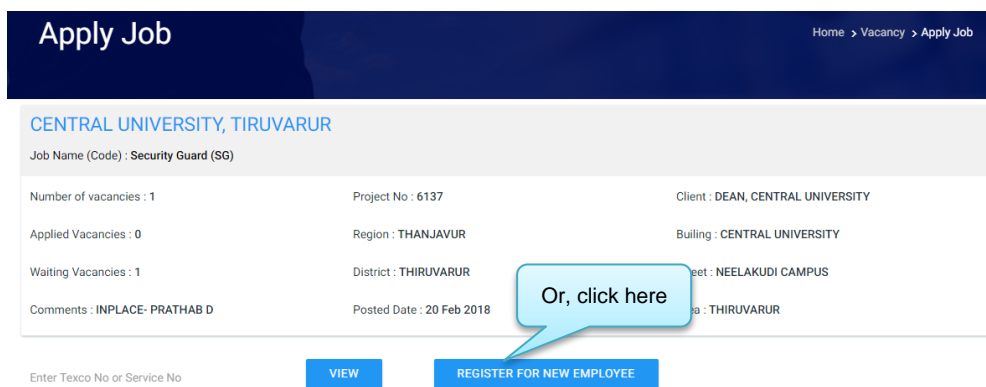
Note: *You must carry a copy of the registration receipt at the time of interview.
All documents/photocopies listed under **Terms and Conditions** must be
furnished at the time of interview.*

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 (Army Number)
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.

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 possess 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.

Register New Employees

Ex ID No.	Enter Ex id No. issued by concern Assistant Director/Deputy Director of the District
Character	Remarks on the conduct of the applicant.

7. Click **Save**.

Dependent Register:

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

Dependent can only be women (relative of Ex-Service Men).

Register

Home > Register

Service No	Name	Father Name	Date Of Birth	Email	Mobile
			1 December, 1981		
Gender			Address		
<input checked="" type="radio"/> Male <input type="radio"/> Female			Village		
Aadhaar No			Lalgudi		
Region			Pincode		
TRICHY					
District			State		
TIRUCHIRAPPALLI			TAMILNADU		
Taluk			Same Address		
LALGUDI			Nominee		
Address for communication			Nominee Relation		
			WIFE		
Religion			Account No		
Caste			Seema		
Army Qualification			Civil Qulaification		
Trade			DME		
Character			Rank		
GOOD			SGT		
Dependent			Corps		
Seema			Dependent Name		
Seema			Seema		

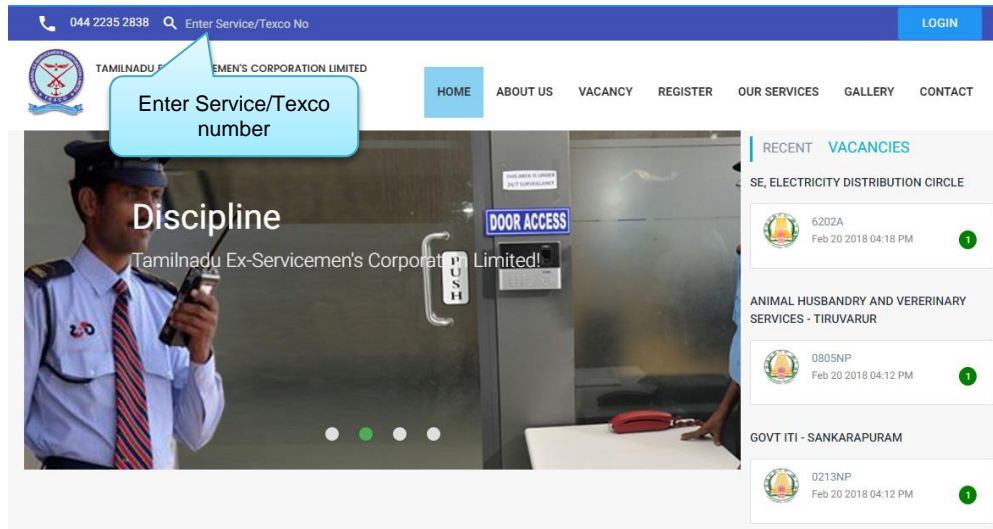
Click here

SAVE CANCEL

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 categories only.

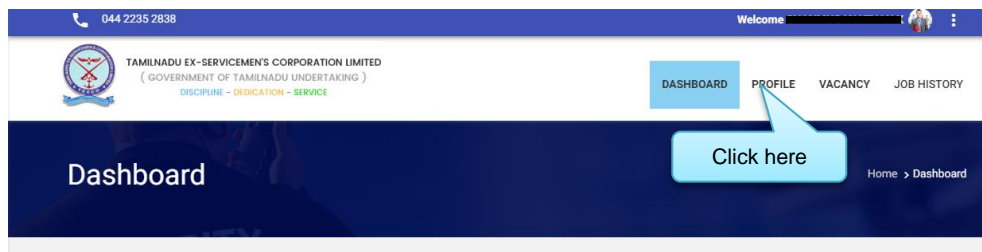
Change Profile Details

1. Enter the service number (Army No.) 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.

Change Profile Details

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



TAMILNADU EX-SERVICEMEN'S CORPORATION LIMITED
(GOVERNMENT OF TAMILNADU UNDERTAKING)
DISCIPLINE - DEDICATION - SERVICE

DASHBOARD

PROFILE

VACANCY

JOB HISTORY

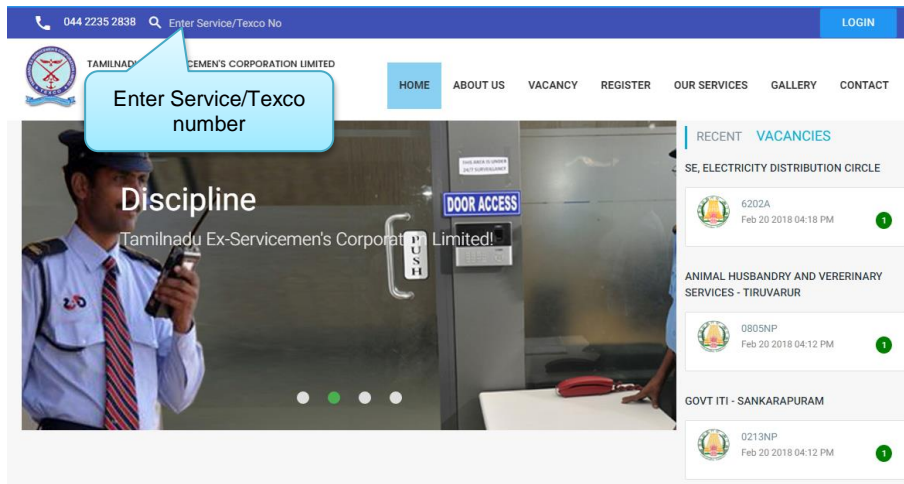
Mobile [REDACTED]	Gender <input checked="" type="radio"/> Male <input type="radio"/> Female	Address [REDACTED] P [REDACTED]	Village [REDACTED]	Region MADURAI
District THENI	Taluk BODINAYAKANUR	State TAMILNADU	Country INDIA	Pincode [REDACTED]
Address for communication [REDACTED]			Aadhaar No [REDACTED]	Account No [REDACTED]
Nominee Relation	Rank HAV	Army Qualification	Corps AOC	Trade COOK
	Religion HINDU	Caste GENERAL	Civil Qualification 9th	Date Of Joining 06 Dec 2017
				Nominee [REDACTED]
				Esmd No [REDACTED]
				<input type="checkbox"/> Dependent

Click here

SAVE

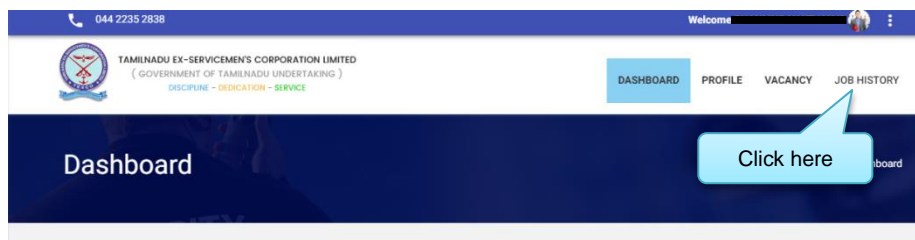
View Job History

1. Enter the service number (Army No.) or Texco number in the Search field and press the **Enter** key. The dashboard is displayed.

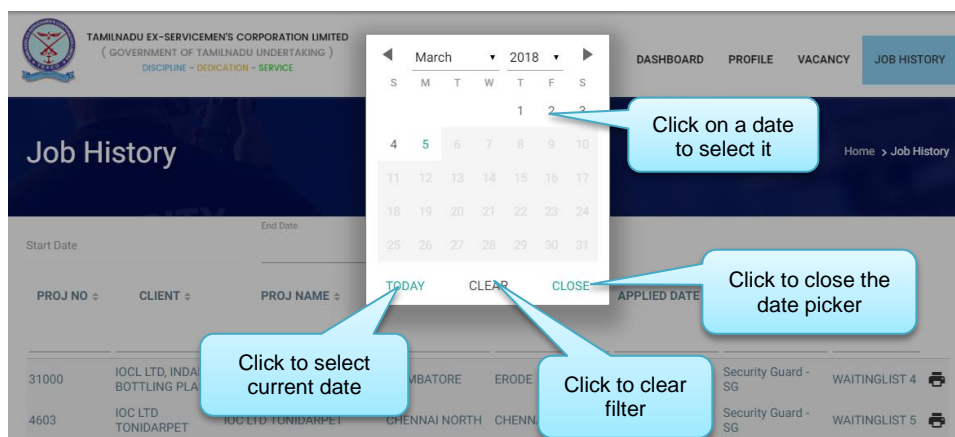



Note: You may skip the above step if you have already logged in to the TEXCO application.

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 .

View Job History



TAMILNADU EX-SERVICEMEN'S CORPORATION LIMITED
(GOVERNMENT OF TAMILNADU UNDERTAKING)
DISCIPLINE - DEDICATION - SERVICE

DASHBOARDPROFILEVACANCY**JOB HISTORY**

Job History

[Home > Job History](#)

Start DateEnd Date

PROJ NO	CLIENT	PROJ NAME	REGION	DISTRICT	APPLIED DATE	JOB NAME	STATUS
31000	IOCL LTD, INDANE BOTTLING PLANT	INDANE BOTTLING PLANT	COIMBATORE	ERODE	10 Jan 2018	Security Guard - SG	WAITINGLIST 4
4603	IOC LTD TONIDARPET	IOC LTD TONIDARPET	CHENNAI NORTH	CHENNAI	10 Jan 2018	Security Guard - SG	WAITINGLIST 5
1760	THE DM, TASMAL, TIRUVARUR	TASMAL LTD, TIRUVARUR	THANJAVUR	TIRUVARUR	23 Feb 2018	Security Guard - SG	WAITINGLIST 2

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

Print

Total: 1 sheet of paper

Print

Cancel

Dest: 20

Click here

Pages: ☒ All
☐ e.g. 1-5, 8, 11-13

Copies:

Layout:

Portrait

Options: ☒ Two-sided

More settings

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

TAMILNADU EX-SERVICEMEN CORPORATION LIMITED
REGISTRATION FOR EX-SERVICEMEN

Registration Number	5
Registration Date	24 Feb 2018
Service No	
Rank	NK
Name	
Father Name	
Date Of Birth	
Ex ID No	
Address	
Mobile	
Trade	GR
Army Qualification	
Treva NO	
Total Experience	DOJ : 6-12-2017 Last Access : 1-2-2018 Experience : 0 Year(s) - 1 Month(s)
Transfer From	25069-CONTONMENT BOARD ST. THOMAS MOUNT CUM PALLAVARAM - SG Startdate: 6-12-2017

S.No	Area/Region	District	Proj No	Proj Name	Category	Status
1	THANJAVUR	TIRUVARUR	1760	TASMAL LTD, TIRUVARUR	SG	WAITINGLIST + 3
2	CHENNAI NORTH	TIRUVALLUR	4561	THE DIST IMPLEMENTATION OFFICE, PONNERI	DVR	WAITINGLIST + 1

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.