



# **TEXCO**

## **User Guide for Ex-Servicemen**

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# About TEXCO

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:

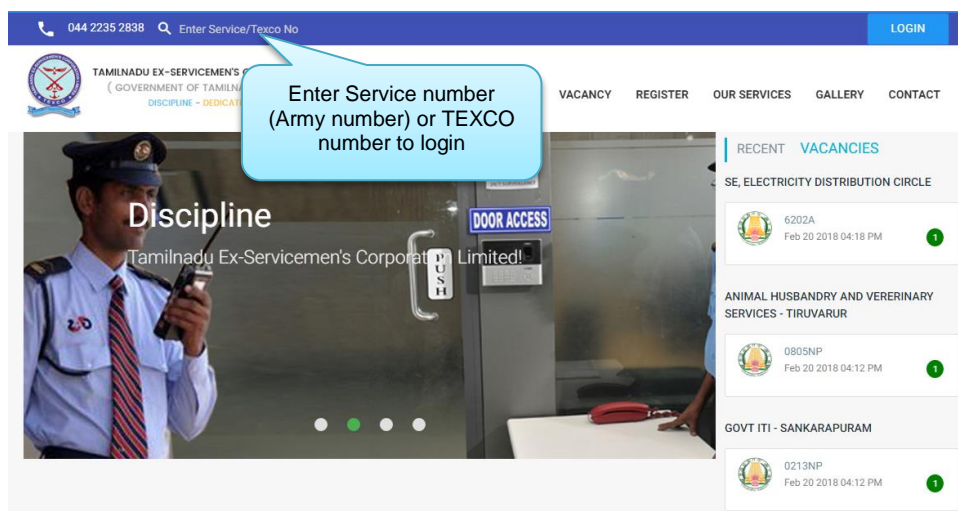
- view vacancies
- apply for job vacancies
- register new employees
- change profile details
- view job history

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.

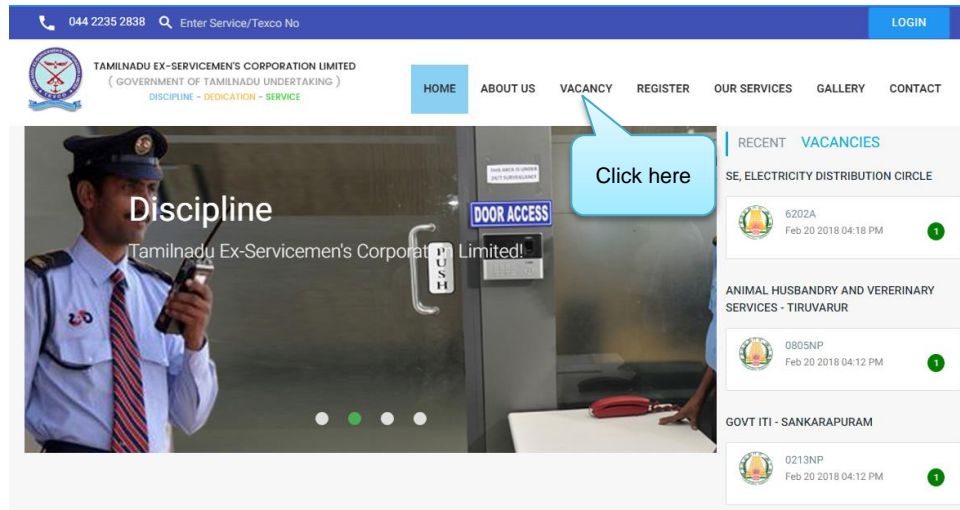
**For existing users:**

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

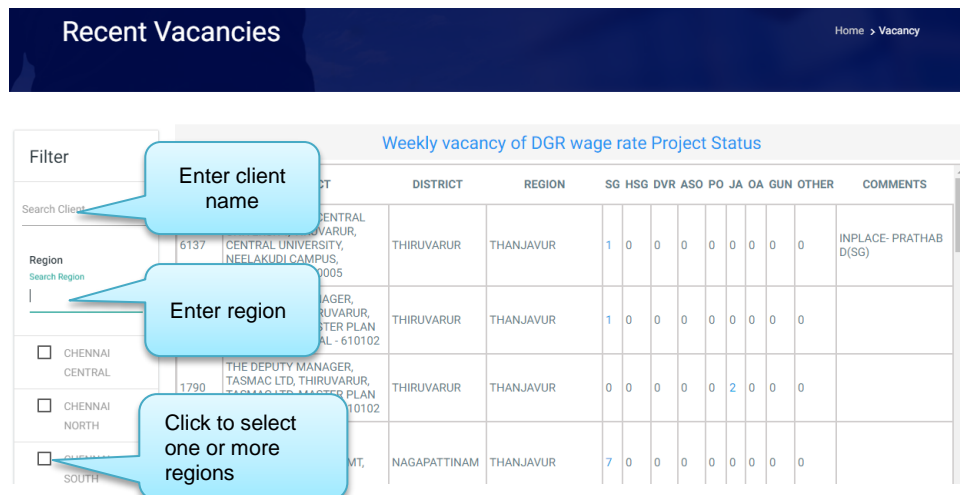


# View Vacancies

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.



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.

## Recent Vacancies

[Home](#) > [Vacancy](#)

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, TIRUVARUR, CENTRAL UNIVERSITY, 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	2	0	0	
1790	THE DEPUTY MANAGER, TASMAL LTD, THIRUVARUR, TASMAL LTD, MASTER PLAN COMPLEX, VILAMAL - 610102	THIRUVARUR	THANJAVUR	0	0	0	0	0	0	2	0	0	
6197	THE STM, IOCL MUTTAM(CBMT, NARIMANAM), IOCL CBMT, MUTTAM VILLAGE,	NAGAPATTINAM	THANJAVUR	7	0	0	0	0	0	0	0	0	

Filter

Search Client

Region  
Search Region

☐ CHENNAI CENTRAL
 ☐ CHENNAI NORTH
 ☐ CHENNAI SOUTH

Click on a vacant post

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

## Apply Job

[Home](#) > [Vacancy](#) > [Apply Job](#)

### CENTRAL UNIVERSITY, TIRUVARUR

Job Name (Code) : Security Guard (SG)

Number of vacancies : 1

Project No : 6137

Region : THANJAVUR

District : THIRUVARUR

Client : DEAN, CENTRAL UNIVERSITY

Builing : CENTRAL UNIVERSITY

Street : NEELAKUDI CAMPUS

Area : THIRUVARUR

Enter Texco No or Service No

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

Enter TEXCO number or Service number (Army number)

Click here

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](#)

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

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 Esmdid 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

Pages: All

Copies: 1

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	
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:**  
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:

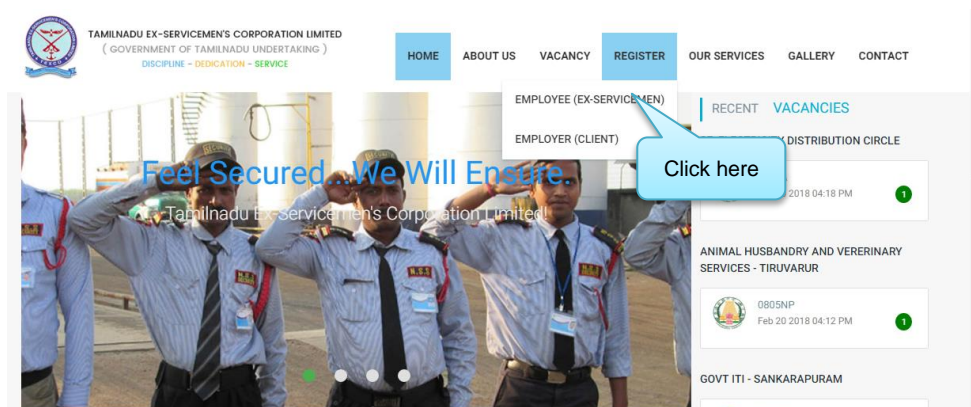
- Ration card
- Voter ID or Driving License
- Additional Qualification Certificate (Original), If any

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.

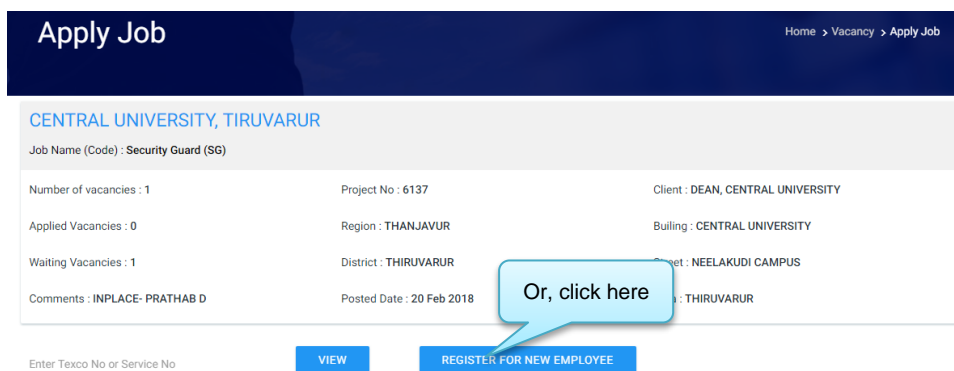
**Note:** *You must carry a copy of the registration receipt at the time of interview. All documents/photocopies listed under **Terms and Conditions** must be furnished at the time of interview.*

# 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
<b>Mobile</b>	Mobile number of the applicant.
<b>Gender</b>	Gender of the applicant.
<b>Aadhar No.</b>	Aadhar number of the applicant.
<b>Pan Number</b>	Pan card number of the applicant
<b>UAN</b>	UAN number of the applicant

- Enter the permanent address of the applicant. Select the region, district, taluk, and state under which the specified address is located.
- Select **Same Address** checkbox if the communication address is same as the above mentioned address. Or, enter the communication address of the applicant.
- Enter the following details in the respective fields.

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

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

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

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

Register

Home > Register

Service No

Name

Father Name

Date Of Birth

Email

Mobile

Gender

Address

Village

Pincode

☒ Male
 ☐ Female

Aadhaar No

Region

TRICHY

District

TIRUCHIRAPPALLI

Taluk

LALGUDI

State

TAMILNADU

Address for communication

115, Nilgiris, SPS Nagar, Lalgudi, LALGUDI, TIRUCHIRAPPALLI, TAMILNADU

Nominee

Seema

☒ Same Address
 

Account No

Nominee Relation

WIFE

Religion

Caste

Army Qualification

Civil Qualification

DME

Rank

SGT

Corps

Trade

Character

Dependent

Dependent Name

GOOD

Seema

Click here

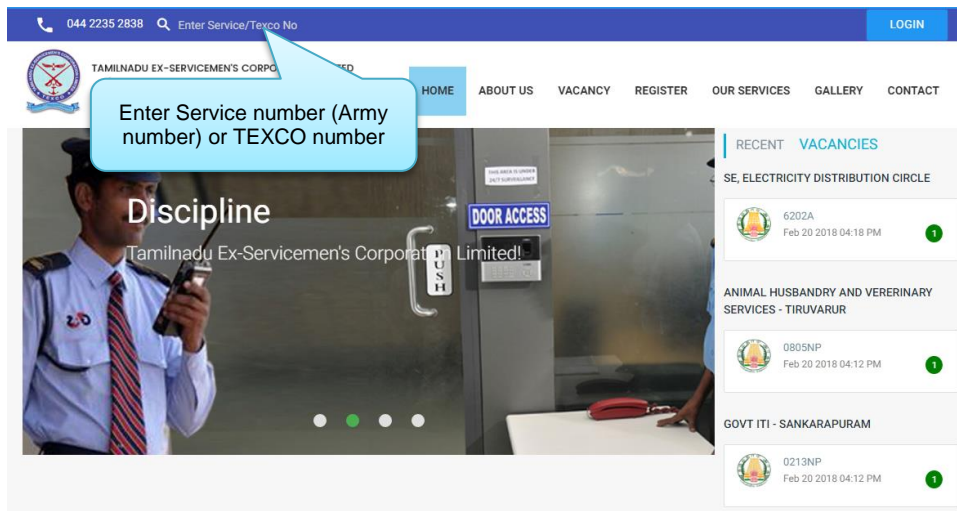
SAVE

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 category only.

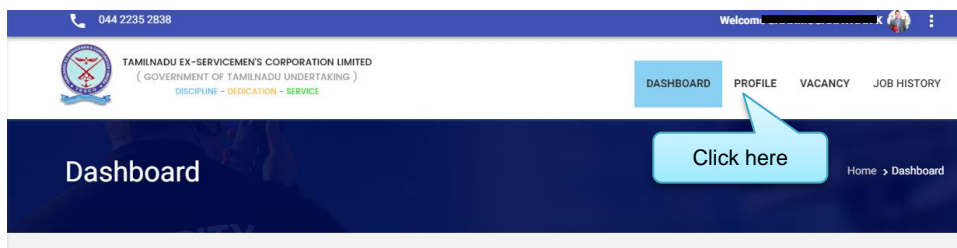
# Change Profile Details

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

## 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

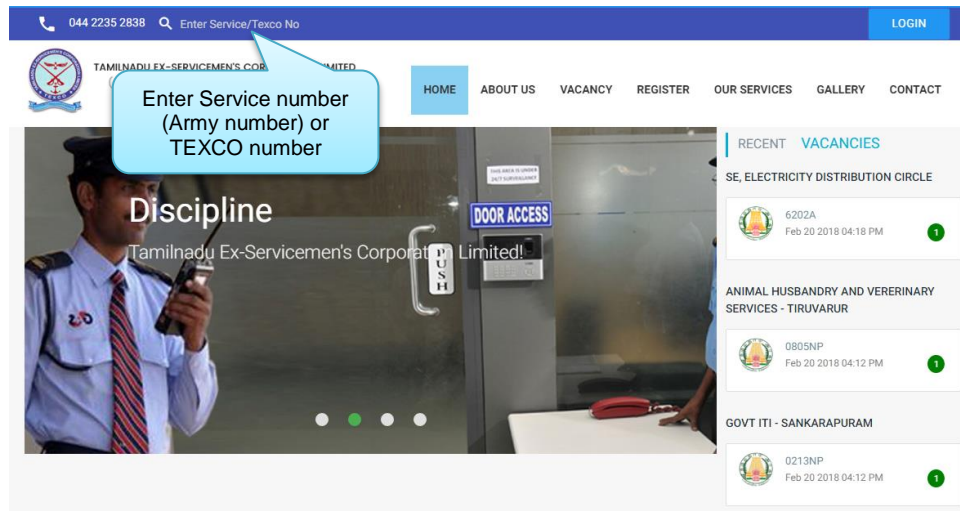
Mobile [REDACTED]	Gender <input checked="" type="radio"/> Male <input type="radio"/> Female	Address [REDACTED] PP [REDACTED]	Village [REDACTED]	Region MADURAI ▼
District THENI ▼	Taluk BODINAYAKANUR ▼	State TAMILNADU ▼	Country INDIA ▼	Pincode [REDACTED] ✓ Same Address
Address for communication [REDACTED]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

Click here

SAVE

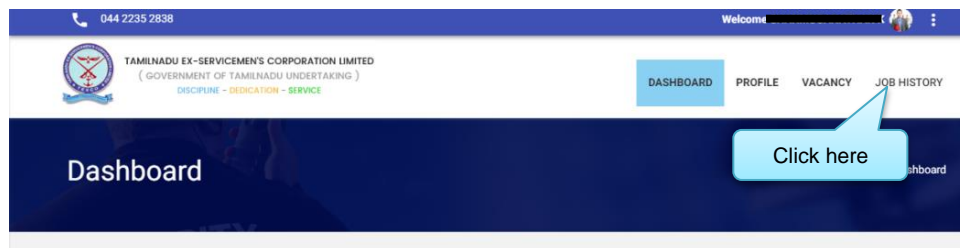
# View Job History

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

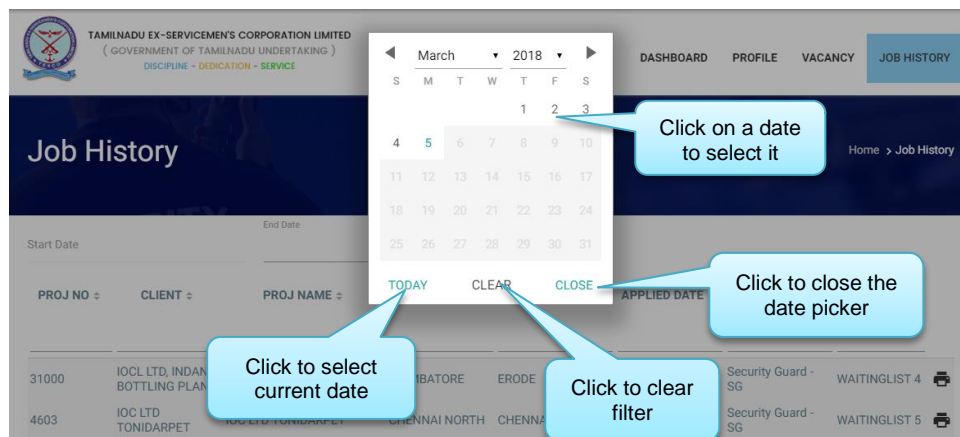


**Note:** You may skip the above step if you have already logged in to the TEXCO application.

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 .




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

DASHBOARD PROFILE VACANCY **JOB HISTORY**

## Job History

Home > Job History

Start Date End 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	THIRUVARUR	23 Feb 2018	Security Guard - SG	WAITINGLIST 2	

Click here

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

Print

Total: 1 sheet of paper

**Print** Cancel

Click here

Pages ☒ All ☐ e.g. 1-5, 8, 11-13

Copies

Layout

Options ☒ Two-sided

+ More settings

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

**TAMILNADU EX-SERVICEMEN CORPORATION LIMITED**  
REGISTRATION FOR EXSERVICEMEN

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	
Texas NO	
Total Experience	DOI - 6-12-2017 Last Access - 1-2-2018 Experience : 0 Year(s) - 1 Month(s)
Transfer From	25669 CONTINMENT BOARD ST THOMAS MOUNT CUM PALLAVARAM - SG Startdate:6-12-2017

S.No	Area/Region	District	Proj No	Proj Name	Category	Status
1	THANJAVUR	THIRUVARUR	1760	TASMAL LTD, THIRUVARUR	SG	WAITINGLIST -3
2	CHENNAI NORTH	THIRUVALLUR	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

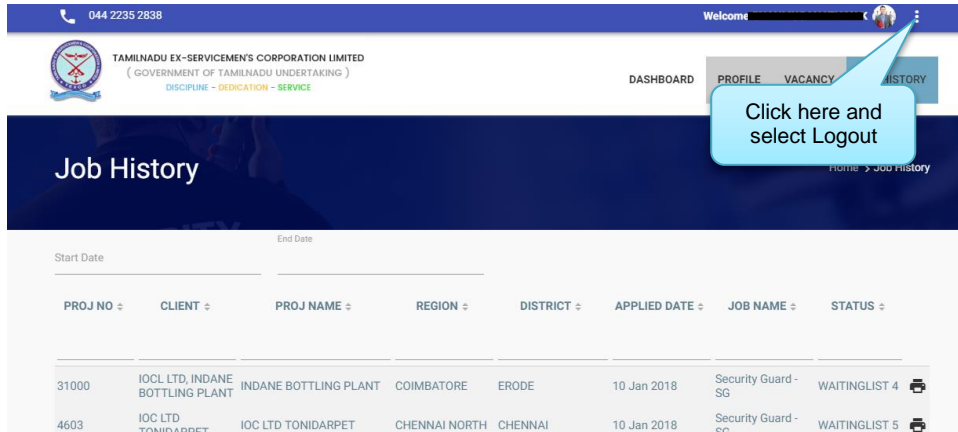
2. For address proof:

- 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.

# Logout of TEXCO

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



The screenshot displays the TEXCO application interface. At the top, there is a blue header bar with 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 main content area features the TAMILNADU EX-SERVICEMEN'S CORPORATION LIMITED logo and name, along with the tagline 'DISCIPLINE - DEDICATION - SERVICE'. A navigation menu includes 'DASHBOARD', 'PROFILE', 'VACANCY', and 'HISTORY'. The 'Job History' section is active, showing a table with columns for Start Date, End Date, PROJ NO, CLIENT, PROJ NAME, REGION, DISTRICT, APPLIED DATE, JOB NAME, and STATUS. Two rows of job history are visible, both with a status of 'WAITINGLIST'.

Start Date	End 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