

PRESENT: THIRU A.SIVAGNANAM, I.A.S.,

Proc.No. /R1/RECT.5001/2024

DATED: 19 01.2024

Sub: Tamil Nadu Ex-Servicemen Corporation Limited (TEXCO)-
Deployment of Ex-Servicemen – in various Union and
Statement Government Departments, Public Sector
undertakings & Boards, - Application invited through
TEXCO – Web Portal _ certain modification – requested –
Regarding.

As on date, the vacancies in different cadres received from various Agencies, including Union and State Government Departments, Public Sector Undertakings and other Boards are consolidated and published in the TEXCO Website on every Thursday at 4.00 PM. On seeing these published vacancies the interested Ex-Servicemen submit their application through online viz., Common Service Centre, Mobile, Laptop, etc., for the above said vacancies, before the next coming week Tuesday. The applications received from the Ex-servicemen are sent to the concerned Regional Assistant Managers for verification of the details and for getting their recommendations. After getting their recommendations, orders are generated on every Wednesday at TEXCO Head Office and the contractual appointment orders are sent to the Assistant Managers concerned for serving it to the Ex-servicemen applicants. If, more than one person has applied for a vacancy then the vacancy is being filled with seniority (i.e.,) first come, first serve basis and the experience criteria as fixed by the Board of TEXCO.

2) In this present system of Recruitment Procedure, the Ex-Servicemen living in Rural Areas and who are not having access to Good Internet connection facility are not able to apply in the TEXCO web-portal in time. This leads to discontent among the Ex-Servicemen living in Rural Areas. Hence there is a natural disparity which exists between the Ex-servicemen living in cities with good internet connectivity and those living in Rural Areas.

Due to limited number of vacancies and more number of applicants, there are frequent complaints related to transparency in the method of recruitment. The feedback about the existing recruitment system reveals that

the Ex-Servicemen are finding it difficult to access the TEXCO website especially by those living in Rural Areas. As a result, the vacancies are easily taken by those persons who have access to high speed Internet Network in urban Areas. Hence, they have requested to modify the present method suitably, so as to enable the Rural Ex-Servicemen also to register their names without any difficulties on par with the Ex-Servicemen living in Urban Areas.

Considering the request of the Ex-Servicemen, the existing recruitment system is modified as detailed below:-

(1) Publication of Vacancies:

- The vacancies received from various agencies shall be consolidated and updated in the TEXCO Web Portal on daily basis indicating the upto date, date and time.
- The filled up vacancies will be removed and the net remaining vacancies will be on display at any point of time.

(2) Submitted Application:

- The interested Ex-Servicemen may register their details through TEXCO Web Portal by downloading or by filling up the standard application form and uploading the filled up application form on any day as per their convenience or submit the manual application to the TEXCO Regional Assistant Managers, who inturn shall facilitate and update the application into the portal.
- Once applications are uploaded, an acknowledgement will be generated indicating the date and time of submission with their unique acknowledgement number. The status of their application can also be seen by the applicant.
- Those who are not having access to internet facility, can give the filled application form to the concerned TEXCO Regional Assistant Manager and obtain the acknowledgement forms manually. This application will be subsequently converted into online application and Electronic acknowledgement generated will be communicated to the applicant.
- The offline applications shall be uploaded by the TEXCO Regional Assistant Managers without fail on the same day for consolidation.

- The updated daily seniority list including application received online and offline shall also be published as a combined seniority list on the next day morning in the TEXCO Website.

3. **Selection Process:**

- Based on the seniority of application, the applicant will be called by the Assistant Managers for verifying the details of the application either by online/ by phone/ or in person.
- After enquiry with the applicant, the Regional Assistant Managers, TEXCO shall send the list of eligible and willing persons with recommendations to the Head Office on the same day without fail.
- TEXCO Head Office shall generate the contractual appointment orders to the individuals, which will be uploaded in TEXCO website and the same can be downloaded from the TEXCO web portal by the applicant.
- The name of the individual who has been issued with such contractual appointment orders, will be subsequently deleted in the seniority list and this updated list will be published.
- The unwilling person / applicant name will be carried over to the last place in the seniority list with the consent of the applicant, if he still want to look for future vacancies.
- The existing employees who wish to switch over/ transfer can submit their request for the unfilled vacancies by submitting manual application to TEXCO Head Office directly through their controlling Assistant Managers.

4. **Help Desk / Control Room for Effective Co-ordination:**

- A dedicated help desk will be made functional at TEXCO Head Office for recruitment related enquiries (i.e) from 6.00 AM in the morning till 10.00 PM in the evening in two shifts.
- The complaints also will be recorded and replies will be communicated for which a dedicated whatsapp number also would be put in place.

It is ordered that the above said instructions/ modifications will come into force with immediate effect and the performance of the Recruitment Methodology will be reassessed in a month time. In order to implement

modified recruitment system, necessary changes should be made in the existing online Recruitment module immediately.

The receipt of the proceedings may be acknowledged on return post / mail.

Sd/x-x-x-x-x-x-x-x-x-x
MANAGING DIRECTOR

TO

The Chief Accounts Officer &
Accounts Officer TEXCO
The Administrative Officer, TEXCO
The Manager & Deputy Manager, TEXCO
All the Regional Assistant Managers
The Recruitment Clerk

Copy to All Supervisors,

TRUE COPY


GENERAL MANAGER