



Executive Hiring - iGEIC/Executive/07/2025
Technical Writing

Date: 26st March 2025

NOTIFICATION

India Graphene Engineering and Innovation Centre is looking to hire Technical Writer Executive. Interested candidates may please contact hr@igeic.org.

JOB DESCRIPTION			
Job Title	Executive/Technical Writing	Requirement Type	1 Year Fixed Term Contract (Potential of permanent absorption based on performance)
Job Location	Bangalore	Requirement Level	TBD
Hiring Manager	Head –Operations	Primary Skills	The candidate will play a pivotal role in representing iGEIC in technical discussions, crafting high-impact technical content, and supporting the organization’s mission to deliver innovative graphene-based solutions
Business	Technical Content Creation	Skill Category	Mid Level

ABOUT INDIA GRAPHENE ENGINEERING AND INNVOATION CENTER (iGEIC)

India Graphene Engineering & Innovation Centre (iGEIC) is a section 8, not-for-profit graphene translational research and manufacturing company, headquartered in Bangalore, Karnataka, with research facility in Trivandrum, Kerala India.

The mission of the company is to nurture emerging graphene technology, revolutionize graphene research, and create a commercialization eco-system for adoption of graphene technologies at scale.

Founded in 2023, India Graphene Engineering & Innovation Centre aims to develop graphene applications around programs of National significance launched by honourable Prime Minister of India. Applications including conveyance system for water & green energy, barrier coatings, edge devices, supporting government programs like, Jal Jeevan Mission, Ayushman Bharat Digital Mission, Self-Reliance in Aerospace & Defence, and Net Zero & Energy Transmission program.

In collaboration with industry, academia, SMEs, start-ups, India Graphene Engineering & Innovation Centre will launch targeted translational graphene programs for commercialization.

India Graphene Engineering & Innovation Centre (iGEIC), is the delivery partner for Program Graphene Aurora, with Digital University Kerala. Program Graphene Aurora is an approved program under Ministry of Electronics & Information Technology, Government of India (MeitY). The translational research facility is located at Digital University, Kerala.

JOB POSITION

This position focuses on creation, editing, and refinement of technical content, including white papers, case studies, research reports, presentations, and other collaterals to establish iGEIC as a thought leader. Collaborate with internal teams to shape technical collaterals, support technology ideation, and provide documentation that enhances iGEIC's credibility and outreach

Core competencies & Responsibilities

- You (including you, any of your associates and your entity partners) will represent iGEIC in technical collaboration discussions and develop high-quality technical content and documentation to strengthen technical collaterals and thought leadership.
- Support technical content writing, collateral development, technology ideation, and collaboration efforts.
- Deliver a monthly consolidated technical approach note to ensure iGEIC meets its technological goals and national mandate.

QUALIFICATION & EXPERIENCE

- 5+ years' experience in creating Technical content, collaterals and documentation.
- Graduate degree (Technology, Business Management, or a related field preferred).

Please Note: Qualification & Years of Experience may not be a barrier for the right candidate.

ADDITIONAL JOB REQUIREMENTS

- Strong written and verbal communication and stakeholder engagement skills.
- Ability to manage expectations and interact effectively with senior leaders.
- Strategic thinker with sound judgment and a proactive approach to complex issues.
- Committed to accountability, excellence, and fostering a strong organizational culture.
- High integrity, strong work ethic, and dedication to diversity and iGEIC values.
- Adaptable to change with the ability to navigate transitions effectively.
- Occasional travel required.