

WORK VAPOR

Job Link: <https://workvapor.in/jobs/bibekgarh-foundation-hiring-research-associate-mohali-hybrid-work-345967/>

HIRING ORGANIZATION

Bibekgarh Foundation

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

DATE POSTED

? June 1, 2026

BIBEKGARH FOUNDATION HIRING RESEARCH ASSOCIATE, MOHALI HYBRID WORK

BASE SALARY

INR 20000 - INR 45000

DESCRIPTION

BIBEKGARH FOUNDATION

Research Associate, Field Data and Documentation

Mohali, Punjab. Hybrid work.

Salary is ₹20,000 to ₹45,000 per month.

Experience: 0 to 3 years.

Bibekgarh Foundation is hiring Research Associates. This is a field and desk research opening. The work is across history social studies philosophy and education.

Contact Details:

Email: contact@bibekgarh.org

Call or WhatsApp: +91 7347443144

About The Work

You will work on field research and desk research. You will meet people collect data and help in documentation. You will also support reports summaries and project records.

This role needs clear thinking and careful data handling. You should be comfortable with both field work and office work.

Responsibilities

- Talk with community members and stakeholders
- Support surveys interviews and field visits

- Collect secondary data and research inputs
- Organize clean and structure data
- Help in basic data analysis
- Maintain field notes and documentation
- Prepare reports summaries and records
- Coordinate with field and internal teams
- Update project files and MIS records

Requirements

- Good communication skills
- Good interpersonal skills
- Basic research knowledge
- Ability to handle field work
- Willingness to travel
- Excel or Google Sheets knowledge
- Attention to detail
- Strong data handling skills
- Comfortable with both field and desk work

Language And Cultural Needs

- Punjabi reading writing speaking and understanding is mandatory
- Hindi and English knowledge is required
- Gurmukhi script familiarity is needed
- Basic understanding of Gurbani is preferred
- Sensitivity to Punjabi language and culture is important

Job Details

Company: Bibekgarh Foundation

Job Type: Full-time

Location: Punjab, Field based / Mohali / Hybrid

Experience: 0 to 3 years

RESPONSIBILITIES

Talk with community members and stakeholders
Support surveys interviews and field visits
Collect secondary data and research inputs
Organize clean and structure data
Help in basic data analysis
Maintain field notes and documentation
Prepare reports summaries and records
Coordinate with field and internal teams
Update project files and MIS records

SKILLS

Basic research knowledge

Ability to handle field work

Willingness to travel

Excel or Google Sheets knowledge

Attention to detail

Comfortable with both field and desk work

EXPERIENCE

0 to 3 years.