



SAARTHI • सारथी

करियर मार्गदर्शन पोर्टल • Career Guidance Portal

"सही मार्गदर्शन, उज्ज्वल भविष्य।"

करियर शीट • CAREER SHEET

संपादकीय सहायक

An editorial assistant supports the editorial department — reading manuscripts, checking proofs, organising files and keeping work running smoothly. It is an entry-level role in publishing and journalism, from which one can rise...



Scan for everything on this career

Salary, exams, colleges, the routes in and the steps after — all on the portal.

career.gsssjethantri.in/#/career/editorial-assistant

राजकीय उच्च माध्यमिक विद्यालय, जेठन्तरी

Govt. Sr. Sec. School, Jethantri • ब्लॉक समदड़ी • बालोतरा (Block Samdari • Balotra)

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सुशील कुमार शर्मा

प्रधानाचार्य, रा.उ.मा.वि. जेठन्तरी • मास्टर ट्रेनर
Principal, GSSS Jethantri • Master Trainer



श्री चेनाराम चौधरी

प्रधानाचार्य, डाइट बाड़मेर
Principal, DIET Barmer



श्रीमती संघमित्रा

वरिष्ठ व्याख्याता, डाइट बाड़मेर (सहयोग)
Sr. Lecturer, DIET Barmer (Support)



भरत चौधरी

अभिकल्पना व विकास • व्याख्याता (इतिहास)
Designed & developed • Lecturer (History)

विशेष धन्यवाद • SPECIAL THANKS



सुरेन्द्र सिंह राठौड़

व्याख्याता (इतिहास) • रा.उ.मा.वि. कानाना



सुरेश कुमार सैन

व्याख्याता (भूगोल) • रा.उ.मा.वि. रामसीन मूंगड़ा



वनिता कुमारी

व्याख्याता (इतिहास) • रा.उ.मा.वि. रामसीन मूंगड़ा



कमलेश चौधरी

व्याख्याता (राजनीति विज्ञान) • रा.उ.मा.वि. टापरा

करियर मार्गदर्शन कार्यशाला, डाइट बाड़मेर (14-17 जुलाई 2026) में विकसित व लोकार्पित
Developed & unveiled at the Career Guidance Workshop, DIET Barmer (14-17 July 2026)

यह एक स्वतंत्र परियोजना है, जो सरकार की आधिकारिक करियर-मार्गदर्शन सामग्री पर आधारित है। • An independent project based on the Government's official career-guidance content.

1 About this career

An editorial assistant supports the editorial department — reading manuscripts, checking proofs, organising files and keeping work running smoothly. It is an entry-level role in publishing and journalism, from which one can rise with experience to assistant editor or managing editor.

2 At a glance

Field	Media & Publishing
Minimum qualification	Bachelor's in language/journalism
Starting salary	₹10,000–20,000 / month
Work mode	Publishers, newspapers, magazines

3 What you need

INTERESTS

- Reading, writing and language
- Working together in a team
- Paying close attention to detail

ABILITIES

- Skill in language and grammar
- Good communication skills
- Staying organised and managing time

KEY SKILLS

- Proofreading and copy-editing
- Understanding of language and grammar
- MS Office and digital publishing tools
- Reading and assessing manuscripts
- File and document management
- Coordination and communication

4 How to get there

- 1 Pass 10+2 in any stream.
- 2 Do a bachelor's in English/a language/journalism or a related field.
- 3 Optionally do a master's, or a diploma/online course in editing, in the same field.
- 4 Take an internship at a publisher or magazine.
- 5 Prepare samples of your writing/editing.

MAIN EXAMS

- Usually direct recruitment; no entrance exam required.

5 Where to study

GOVERNMENT INSTITUTES

- भारतीय जनसंचार संस्थान (IIMC) — New Delhi (<https://iimc.gov.in/>)
- यूनिवर्सिटी ऑफ राजस्थान — Jaipur, Rajasthan
- जय नारायण व्यास विश्वविद्यालय (JNVU) — Jodhpur, Rajasthan
- दिल्ली कॉलेज ऑफ आर्ट्स एंड कॉमर्स — New Delhi

PRIVATE INSTITUTES

- एन.एस.एच.एम. स्कूल ऑफ मीडिया एंड डिजाइन — Kolkata
- गार्डन सिटी यूनिवर्सिटी — Bengaluru
- जेवियर इंस्टीट्यूट ऑफ कम्युनिकेशंस — Mumbai
- सोफिया कॉलेज फॉर विमेन — Mumbai

ONLINE

- NPTEL SWAYAM (लेखन व संपादन) — Online (<https://swayam.gov.in/>)
- इग्नू (दूरस्थ शिक्षा) — Online (<https://www.ignou.ac.in/>)

FEES

Course fees range from about ₹25,000 to ₹5,00,000. Government institutes charge far less.

SCHOLARSHIPS

- राष्ट्रीय छात्रवृत्ति पोर्टल (NSP) (<https://scholarships.gov.in>)

- Buddy4Study छात्रवृत्ति पोर्टल (<https://www.buddy4study.com>)
- विद्यालक्ष्मी शिक्षा ऋण पोर्टल (<https://www.vidyalakshmi.co.in>)

6 What the work is like

WHERE YOU WORK

Newspaper groups, news agencies, magazines in various languages, book publishers and in-house publications of large corporates.

WORK CULTURE

This is a desk job with no travel needed. Depending on the organisation, work can be 6–7 days a week and 10–12 hours a day. Work-from-home, part-time and contractual jobs, and self-employment options also exist.

WHO HIRES

- Book publishers (Penguin, HarperCollins)
- Journal and magazine publishers
- Corporate communication departments
- Dainik Bhaskar, Rajasthan Patrika
- News agencies & web portals
- Freelance copy-editing

DEMAND (2026)

Growing production of books, magazines and digital content keeps steady demand for editorial assistants. It is a good entry route into the field, from where a career grows.

7 Career growth

- 1 Editorial Assistant
- 2 Assistant Editor
- 3 Editor
- 4 Chief Editor / Managing Editor

EARNINGS

Starting	₹10,000–20,000
Mid level	₹25,000–45,000
Senior level	₹37,000+

This is an entry-level role, so starting pay is low but rises quickly with experience and promotion. Figures are indicative.

8 The good parts · The challenges

The good parts

- An easy entry route into publishing and journalism.
- The joy of working with language and books.
- Opportunity to learn and rise to higher roles.

The challenges

- Pay is low at the start.
- A lot of repetitive desk work.
- Pressure of deadlines.

9 Real-life journeys

Karthika VK

Publisher, Westland Books (former Publisher, HarperCollins India)

Karthika VK started as an editor at Penguin Books India and, over more than 25 years of editing fiction, non-fiction and translations, rose to become Publisher of HarperCollins India and then Westland. She has taken part in the Jaipur BookMark in Rajasthan.

Jaipur BookMark · <https://jaipurbookmark.org/speaker/karthika-vk-1615>

Vinod Mehta

Journalist & Founding Editor-in-Chief, Outlook magazine

Vinod Mehta began his editorial career in 1974 editing the magazine Debonair with no prior journalism experience, and over the following decades edited and launched several newspapers and magazines — Sunday Observer, The Indian Post and The Pioneer — before founding Outlook in 1995 and becoming its editor-in-chief, growing into one of India's most respected editors and president of the Editors Guild of India.

Wikipedia · https://en.wikipedia.org/wiki/Vinod_Mehta

10 Sources & further reading

1. Rajasthan Career Guidance Portal — <https://cg.rajasthan.gov.in/careerguidance/hi/career/%e0%a4%b8%e0%a4%82%e0%a4%a%e0%a4%be%e0%a4%a6%e0%a4%95%e0%a5%80%e0%a4%af-%e0%a4%b8%e0%a4%b9%e0%a4%be%e0%a4%af%e0%a4%95-edit-orial-assistant/>
2. Indian Institute of Mass Communication (IIMC) — <https://iimc.gov.in/>
3. National Scholarship Portal — <https://scholarships.gov.in>



And 770+ more careers — the whole portal

Interest and aptitude tests, government jobs, skill courses and a CV builder — free, no login, and it works offline.

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