



SAARTHI • सारथी

करियर मार्गदर्शन पोर्टल • Career Guidance Portal

"सही मार्गदर्शन, उज्ज्वल भविष्य।"

करियर शीट • CAREER SHEET

प्रूफ-रीडर

A proofreader reads the entire text of a book, article or document to ensure it is error-free — checking grammar, spelling, syntax and formatting. It is the final step before any content is published.



Scan for everything on this career

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

career.gsssjethantri.in/#/career/proofreader

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

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2 At a glance

Minimum qualification	10+2 + degree in English/Journalism
Average salary	₹18,000–55,000 per month
Work mode	Publishers, newspapers, freelance
Key skill	Command of language & eye for detail

3 What you need

INTERESTS

- Enjoying attention to detail
- Keeping things organised and systematic
- A love of language, words and reading

ABILITIES

- Strong grasp of grammar and spelling
- Following instructions and style rules
- Working independently with focus

KEY SKILLS

- Proficiency in grammar, spelling and punctuation
- MS Word, Track Changes and PDF markup
- Concentration and time management
- Proofreading marks and style guides
- Consistency and fact-checking
- English and/or Hindi language skills

4 How to get there

- 1 Pass 10+2 in any stream.
- 2 Do a bachelor's in English/Journalism/a related field.
- 3 Optionally, a master's in the same or a related field.
- 4 Take an online proofreading/editing course and learn style guides.
- 5 Start as a sub-editor/proofreader at a publisher or newspaper.

MAIN EXAMS

- CUET (for university admission to UG/PG)
- Most jobs are based on a proofreading test, not an entrance exam

5 Where to study

GOVERNMENT INSTITUTES

- University of Rajasthan (Centre for Mass Communication) — Jaipur, Rajasthan (<https://www.uniraj.ac.in>)
- Jai Narain Vyas University (JNVU) — Jodhpur, Rajasthan
- Indian Institute of Mass Communication (IIMC) — New Delhi (<https://www.iimc.gov.in>)

PRIVATE INSTITUTES

- NSHM School of Media & Design — Kolkata
- Xavier Institute of Communications — Mumbai
- Garden City University — Bengaluru

ONLINE

- Udemy – Proofreading — Online (<https://www.udemy.com/topic/proofreading/>)
- Coursera – Editing & Proofreading — Online (<https://www.coursera.org>)
- IGNOU (Distance Learning) — Distance learning (<http://www.ignou.ac.in>)

FEES

Course fees roughly ₹30,000 to ₹4,50,000 (varies by institute; online courses far cheaper; figures indicative).

SCHOLARSHIPS

- National Scholarship Portal (scholarships.gov.in) (<https://scholarships.gov.in>)
- Buddy4Study (<https://www.buddy4study.com>)
- Vidya Lakshmi Education Loans (<https://www.vidyalakshmi.co.in>)

6 What the work is like

WHERE YOU WORK

Newspaper houses, magazines, publishers, advertising and marketing firms; or independent freelancing.

WORK CULTURE

Mostly a 5–6 day, 8–9 hour desk job; extra hours possible under tight deadlines. Little travel or team management. Multiple projects can be handled freelance. Opportunities exist for persons with disabilities.

WHO HIRES

- Publishers like Penguin, HarperCollins
- Academic and journal publishers
- Freelance platforms (Upwork, Freelancer)
- Newspaper and magazine groups
- Advertising and content agencies

DEMAND (2026)

The growth of digital content, e-books and websites keeps demand for quality checking steady; freelance opportunities have also grown.

7 Career growth

- 1 Proofreader
- 2 Sub-editor → senior/chief sub-editor
- 3 Assistant editor → editor

EARNINGS

Starting	₹15,000–22,000
Mid level	₹30,000–45,000
Senior level	₹60,000+

Indicative monthly figures; varies by experience and freelance work. Specialising in English raises earnings.

8 The good parts · The challenges

The good parts

- Flexible, work-from-home/freelance options possible.
- Little pressure of travel or managing a team.
- Satisfying work for language lovers.

The challenges

- Tight deadlines and repetitive work.
- Demands sustained concentration.
- Entry-level pay is relatively low.

9 Real-life journeys

Mini Krishnan

Editor & Translator (Oxford University Press)

Mini Krishnan spent decades doing meticulous editing to bring Indian-language works into English. Her career shows how important and respected the craft of polishing and error-proofing a text can be.

HuffPost India · https://www.huffpost.com/archive/in/entry/mini-krishnan-books-oup-translation_in_5f4912bac5b6cf66b2b70f5d

Arunava Sinha

Editor, Translator & Professor, Ashoka University

Working in advertising and publishing, Arunava Sinha built a deep feel for language and is today a respected editor-translator. He teaches young people that attention to every word and punctuation mark is the foundation of good writing.

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

10 If this route does not work out

One exam or one attempt does not close the door. The same subjects also open these routes — entry is usually easier, and you can return to this field later.

- Scriptwriter
- Copywriter
- Creative Writer

11 Sources & further reading

1. Rajasthan Career Guidance – Proofreader — <https://cg.rajasthan.gov.in/careerguidance/>
2. NIRF Institute Rankings — <https://www.nirfindia.org>
3. Udemy – Proofreading Courses — <https://www.udemy.com/topic/proofreading/>
4. Arunava Sinha – Ashoka University — <https://www.ashoka.edu.in/profile/arunava-sinha/>



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