

DACUM Panel

1. Mr. Punya Ratna Ranjit
Bhaktapur Craft Paper Ltd.
2. Mrs. Manju Phaiju
Bhaktapur Craft Paper Ltd.
3. Mrs. Prabha Hada
Bhaktapur Craft Paper Ltd.
4. Mr. Bibendra Prasad Singh
Nepali Kagaj, Industries
5. Mr. Bhakapa Galjen Sherpa
Himalayan Yeti Hand Made Indus.
6. Mrs. Samita Khatri
Himalayan Yeti Hand Made Indus.
7. Mr. Bhakta Bahadur Basnet
Hand Made Paper Association
8. Mrs. Shova Munkarmi Ray
Self worker
9. Mr. Nabin Shrestha
Sindhu Hand Made Paper Industries

DACUM Facilitator/Recorder

- Mr. Baikuntha Shrestha
Sani. Dept. Head, BSET
Mr. Bhumaheshower Ranjit
Sani. Instructor, BSET

Supervisor

- Mr. Ishwar Chandra Ghimire
Skill Testing Officer, NSTB

Verification Panel

1. Mr. Purna Bajra Yanzo
Nepali Hana made Paper Industry, Ktm.
2. Mr. Surendra Nagarkoti
Nepali Hana made Paper Industry, Ktm.
3. Mr. Rajesh Shrestha
Tiwari Hand Made Paper Industry, Ktm.
4. Mr. Raju Magar
Polistha Enterprises, Patan
5. Mr. Punya Ratna Ranjit
Bhaktapur Craft Paper, Bhaktapur
6. Mrs. Mana Kumari Tamang
Himalayan Yeti Paper Industry, Ktm.
7. Mrs. Muna Panday
Himalayan Yeti Paper Industry, Ktm.
8. Mr. Shesh Ram Shrestha
Namaste Paper and Craft, Bhaktapur
9. Ms. Laxmi Poudel
Tiwari Hand Made Paper, Kathmandu

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Mr. Bhumaheshower Ranjit
Sani. Instructor, BSET

Supervisor

- Mr. Ishwar Chandra Ghimire
Skill Testing Officer, NSTB

Technical Sub Committee

1. Mr. Bishnu Prasad Shrestha
Coordinator, Handicraft (Hand
Made Paper) Tech. Sub Committee
2. Mr. Chandra Bhakta Nakarmi, Member,
Director, NSTB, Bhaktapur
3. Mr. Gopal Bahadur Shrestha, Member,
Bhaktapur Craft Paper, Bhaktapur
4. Mr. Shatya Lal Shrestha, Member,
Bagmati Paper Industries, Ktm.
5. Mrs. Rita Bhandary, Member,
Nepal Paper Craft, Bagbazar, Ktm.
6. Mr. Deepak Prasad Poudel, Member,
Dy-Director, NSTB, Bhaktapur
7. Mr. Ram Hari Devkota, Member,
Dy-Director, NSTB, Bhaktapur
8. Mr. Ishwar Chandra Ghimire,
Member, Skill Testing Officer,
NSTB, Bhaktapur

Occupational Profile



Nepali Hand Made Paper Maker, L-1

(DACUM workshop on 12-13 Jan.2010)

(Customized DACUM Workshop on 23 Jan., 2010)

(Technical Sub Committee Meeting on 05 March 2010)



Council For Technical Education and Vocational Training

NATIONAL SKILL TESTING BOARD

Madyapur Thimi 17, Sanothimi, Bhaktapur

Nepal

(NSTB approval date

DUTIES and TASKS

A. Assist to prepare Pre-plan

| | | | | | | | | | | | |
|--|------------|-----------|--|------------|-----------|--|------------|-----------|---|------------|-----------|
| A1. Assist to select the location | | | A2. Assist to registered industry | | | A3. Assist to assemble electrification | | | A4. Assist to manage supply and drainage system | | |
| Task rating | | | Task rating | | | Task rating | | | Task rating | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency |
| 3 | 1 | 3 | 3 | 3 | 1 | 3 | 1 | 1 | 3 | 3 | 3 |
| A5. Assist to collect tools/equipments | | | A6. Assist to select the required human resource | | | | | | | | |
| Task rating | | | Task rating | | | | | | | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | | | | | | |
| 3 | 1 | 2 | 3 | 3 | 1 | | | | | | |

B. Assist to Manage the Lokta

| | | | | | | | | | | | |
|---------------------------|------------|-----------|----------------------|------------|-----------|----------------------------------|------------|-----------|----------------------------------|------------|-----------|
| B1. Identify the location | | | B2. Select the lokta | | | B3. Collect and weight the lokta | | | B4. Keep the record of the lokta | | |
| Task rating | | | Task rating | | | Task rating | | | Task rating | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency |
| 3 | 3 | 3 | 3 | 1 | 3 | 3 | 1 | 2 | 3 | 1 | 3 |
| B5. Dry the lokta | | | B6. Store the lokta | | | | | | | | |
| Task rating | | | Task rating | | | | | | | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | | | | | | |
| 3 | 1 | 3 | 3 | 1 | 3 | | | | | | |

C. Cook the Lokta

| | | | | | | | | | | | |
|-----------------------|------------|-----------|---------------------|------------|-----------|-------------------|------------|-----------|--------------------|------------|-----------|
| C1. Select the lokta | | | C2. Clean the lokta | | | C3. Wet the lokta | | | C4. Cook the lokta | | |
| Task rating | | | Task rating | | | Task rating | | | Task rating | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency |
| 3 | 2 | 3 | 3 | 1 | 3 | 3 | 1 | 1 | 3 | 1 | 1 |
| C5. Wash cooked lokta | | | | | | | | | | | |
| Task rating | | | | | | | | | | | |
| Importance | Difficulty | Frequency | | | | | | | | | |
| 3 | 3 | 1 | | | | | | | | | |

D. Prepare the Pulp(Ledo)

| | | | | | | | | | | | |
|------------------------------------|------------|-----------|--------------------|------------|-----------|---------------------|------------|-----------|--|------------|-----------|
| D1. Cut the cooked lokta | | | D2. Beat the lokta | | | D3. Weight the pulp | | | D4. Prepare pulp (Mix water and lokta) | | |
| Task rating | | | Task rating | | | Task rating | | | Task rating | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency |
| 3 | 2 | 3 | 3 | 1 | 1 | 3 | 1 | 3 | 3 | 1 | 3 |
| D5. Maintain machine (if required) | | | | | | | | | | | |
| Task Rating | | | | | | | | | | | |
| Importance | Difficulty | Frequency | | | | | | | | | |
| 3 | 1 | 2 | | | | | | | | | |

E. Prepare Nepali Paper

| | | | | | | | | | | | |
|---------------------------------|------------|-----------|----------------------------------|------------|-----------|---------------------------------|------------|-----------|-------------------------------------|------------|-----------|
| E1. Fill the water in vat | | | E2. Dip the frame into the water | | | E3. Pour the pulp on the screen | | | E4. Balance the pulp by moving hand | | |
| Task rating | | | Task rating | | | Task rating | | | Task rating | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency |
| 3 | 1 | 1 | 3 | 1 | 3 | 3 | 1 | 3 | 3 | 3 | 1 |
| E5. Lift the frame from the vat | | | E6. Dry the frame | | | E7. Remove the dried paper | | | E8. Maintain vat | | |
| Task rating | | | Task rating | | | Task rating | | | Task rating | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency |
| 3 | 3 | 1 | 3 | 1 | 3 | 3 | 2 | 3 | 3 | 1 | 3 |

F. Perform packing works

| | | | | | | | | | | | |
|------------------|------------|-----------|------------------------|------------|-----------|----------------------|------------|-----------|----------------------------|------------|-----------|
| F1. Remove dust | | | F2. Perform sorting | | | F3. Weight the paper | | | F4. Make pile of the paper | | |
| Task rating | | | Task rating | | | Task rating | | | Task rating | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency |
| 3 | 1 | 1 | 3 | 1 | 1 | 3 | 1 | 1 | 3 | 1 | 3 |
| F5. Prepare kori | | | F6 Perform bundle work | | | | | | | | |
| Task rating | | | Task rating | | | | | | | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | | | | | | |
| 3 | 1 | 1 | 3 | 1 | 1 | | | | | | |

DUTIES and TASKS

G. Assist to manage market

| | | | | | | | | | | | |
|--------------------------------------|------------|-----------|--------------------------------|------------|-----------|---------------------------------------|------------|-----------|-------------------------------|------------|-----------|
| G1. Collect demand of paper | | | G2. Assist to prepare estimate | | | G3. Prepare daily debit/credit ledger | | | G4. Assist to prepare costing | | |
| Task rating | | | Task rating | | | Task rating | | | Task rating | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency |
| 3 | 2 | 1 | 3 | 1 | 1 | 3 | 2 | 3 | 3 | 1 | 1 |
| G5. Assist to prepare transportation | | | | | | | | | | | |
| Task rating | | | | | | | | | | | |
| Importance | Difficulty | Frequency | | | | | | | | | |
| 3 | 1 | 1 | | | | | | | | | |

H. Perform Communication

| | | | | | | | | | | | |
|--------------------------------------|------------|-----------|---------------------------------------|------------|-----------|--|------------|-----------|--|------------|-----------|
| H1. Communicate with range post | | | H2. Communicate with the lokta farmer | | | H3. Communicate with VDC/club/community forest | | | H4. Communicate with business organization | | |
| Task rating | | | Task rating | | | Task rating | | | Task rating | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency |
| 3 | 2 | 3 | 3 | 3 | 3 | 3 | 1 | 3 | 2 | 1 | 1 |
| H5. Communicate with seniors/juniors | | | H6. Communicate with market | | | | | | | | |
| Task rating | | | Task rating | | | | | | | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | | | | | | |
| 3 | 1 | 2 | 3 | 3 | 3 | | | | | | |

I. Develop Professionalism

| | | | | | | | | | | | |
|-------------------------------------|------------|-----------|-----------------------|------------|-----------|-------------------------|------------|-----------|--|------------|-----------|
| I1. Participate in related training | | | I 2. Visit Industries | | | I 3. Read news/massages | | | I 4. Participate in related seminars/workshop/exhibition | | |
| Task rating | | | Task rating | | | Task rating | | | Task rating | | |
| Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency | Importance | Difficulty | Frequency |
| 3 | 2 | 1 | 3 | 1 | 1 | 3 | 1 | 1 | 3 | 1 | 2 |
| I 5. Consult with related members | | | | | | | | | | | |
| Task rating | | | | | | | | | | | |
| Importance | Difficulty | Frequency | | | | | | | | | |
| 3 | 3 | 3 | | | | | | | | | |

Rating options: 1,2,3

- 1 : Low
- 2 : Medium
- 3 : High

0= No 1= Low 2= Medium 3= High

Additional Information for Job Title

| | | |
|---|--|--|
| <p style="text-align: center;"><u>Worker Traits</u></p> <ul style="list-style-type: none"> • Honest • Hard working • Polite • Pleasant Personality • Co-operative • Decisive • Disciplined • Transparent • Trustworthy • Punctual • Helpful | <p style="text-align: center;"><u>Entry Requirement</u></p> <ul style="list-style-type: none"> • 3 months (390 hrs) Training <li style="text-align: center;">Or • As per NSTB Rules | <p style="text-align: center;"><u>Career Path</u></p> <ul style="list-style-type: none"> • Supervisor (Nepali Handmade Paper Maker), L-2 |
| <p style="text-align: center;"><u>Related Technical Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge on industry registration. • Knowledge on uses of instruments. • Knowledge on lokta available places. • Knowledge on type and specification of lokta. • Knowledge on market. • Knowledge on environment. • Knowledge on lokta conservation. • Knowledge on plantation. • Knowledge on account. • Knowledge on weight and units. • Knowledge on storage • Knowledge on ratio of raw materials and chemicals • Knowledge on machine equipments operation • Knowledge on ledo of resa • Knowledge on maintenance of frame. | | <p style="text-align: center;"><u>Tools and equipments</u></p> <ul style="list-style-type: none"> • Balance • Drum • Bamboo stick • Knife • Beater machine • Mallet • Plain Stone • Bucket • Mug • Weighting Machine • Measuring Tape • Screen • Frame • Frame stand • Chulo • Hammer • Apron • Gloves • Safety boots • Mask • First aid box |