

## DACUM Panel

1. Mr. Nar Bahadur Magar, Press Operator, Sagarmatha Offset Press, Bijulibazar, Kathmandu
2. Mr. Premi Chaudhary, Press Operator, Kamana Upset Press, Lagankhel, Lalitpur
3. Mr. Kumar Khadka, Press Incharge, Jagadamba Press, Hattiban, Lalitpur
4. Mr. Gautam Shrestha, Incharge, Jagadamba Press, Hattiban, Lalitpur
5. Mr. Shree Krishna Maharjan, Press Incharge, UCEP, Sanothimi, Bhaktapur
6. Mr. Santosh Narayan Singh, Senior Unit Attender, Sama Printers, Bhaisepati, Lalitpur
7. Mr. Madhav Risal, Unit Attender, Sama Printers, Bhaisepati, Lalitpur
8. Mr. Kailash Tripathi, Press Operator, Bhaktapur Press, Gattaghar, Bhaktapur
9. Mr. Dhandas Prajapati, Press Operator, Janak Educational Materials Center, Sanothimi, Bhaktapur
10. Mr. Manoj Kayestha, Press Operator, Janak Educational Materials Center, Sanothimi, Bhaktapur
11. Mr. Bhairav Khatri, Bhaktapur Press, Gattaghar, Bhaktapur

## DACUM Coordinator

Mr. Subarna Jung Sijapati, Chairperson, Union of Press and Allied Workers (Uni Press/NP), Kathmandu

## DACUM Facilitator/ Co-Facilitator

Mr. Tulsi K.C. Sr. Skill Testing Officer, NSTB  
Mr. Ishwar Chandra Ghimire, Skill Testing Officer, NSTB

## Verification Panel

1. Mr. Shankar K.C., Press Assistant, Janak Educational Material Center, Sanothimi, Bhaktapur
2. Mr. Ratna Man Bajracharya, Sr. Press Assistant, Janak Educational Material Center, Sanothimi, Bhaktapur
3. Mr. Dev Bahadur K.C., Press Operator, Bhaktapur Press, Bhaktapur
4. Mr. Kiran Rana Magar, Press Operator, Sunrise Press, Gattaghar, Bhaktapur
5. Mr. Raj Kumar Dhungel, Press Operator, Sunrise Press, Gattaghar, Bhaktapur
6. Mr. Bibek Thapa, Press Operator, Bhaktapur Press, Bhaktapur
7. Mr. Buddha Ratna Bajracharya, Press Assistant, Janak Educational Material Center, Sanothimi, Bhaktapur
8. Mr. Deb Bahadur Gurung, Press Assistant, Janak Educational Material Center, Sanothimi, Bhaktapur
9. Mr. Arjun Pathak, Press Operator, Kantipur Publication, Sinamangal, Kathmandu
10. Mr. Binod Subedi, Machine Unit Operator, Kantipur Publication, Sinamangal, Kathmandu

## Facilitator/ Co-Facilitator:

Mr. Tulsi K.C. Sr. Skill Testing Officer, NSTB  
Mr. Ishwar Chandra Ghimire, Skill Testing Officer, NSTB

## Technical Sub-Committee

1. Mr. Lokesh Raj Dali, Co-ordinator, Printing Tech. Sub Committee
2. Mr. Chandra Bhakta Nakarmi, Director, NSTB, Bhaktapur
3. Mr. Subarna Jung Sijapati, Chairperson, Union of Press and Allied Workers (Uni Press/NP), Kathmandu
4. Mr. Madan Krishna Thapa
5. Mr. Dan Ratna Manandhar,
6. Mr. Deepak Prasad Poudel  
Dy. Director, NSTB
7. Mr. Tulsi K.C.,  
Sr. Skill Testing Officer, NSTB, Bhaktapur
8. Mr. Ishwar Chandra Ghimire,  
Skill Testing Officer, NSTB, Bhaktapur
9. Mr. Suresh Bhaila, - Member, Sr. Skill Testing Officer, NSTB, Sanothimi

# Occupational Profile



## Offset Press Operator, L-1

(Sector: Printing

Sub Sector: Press)

(DACUM Workshop held on 16 & 17 February 2012)

(Customized DACUM Workshop on 05 May 2012)

(Technical Sub Committee Meeting on .....



Council For Technical Education and Vocational Training

**NATIONAL SKILL TESTING BOARD**

Madyapur Thimi 17, Sanothimi, Bhaktapur

**Nepal**

(NSTB approval date .....

## DUTIES and TASKS



## DUTIES and TASKS

### A. मेशिन सफा गर्ने (Perform Machine Cleaning)

A1 भ्याकुमद्वारा सफा गर्ने । (Suction dust by using vacuum cleaner)			A2 कम्प्रेसरद्वारा सफा गर्ने (Perform cleaning by using compressor)			A3 एयर फिल्टर सफा गर्ने (Clean air filter)			A4 मसिको दाग हटाउने । (Erase ink spot)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
2	1	3	3	2	1	3	1	1	1	3	2
A5 फोटो सेल सफा गर्ने (Clean photo cell)			A6 वाटर ट्रे/टयाङ्क सफा गर्ने (Clean water tray/tank)			A7 ब्लाङ्केट सफा गर्ने (Clean blanket)			A8 इन्क रोलर सफा गर्ने (Clean ink roller)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	2	1	1	3	1	3	3	1	3
A9. डाम्पीङ्ग रोलर सफा गर्ने । (Clean damping roller)			A10. प्लेट सफा गर्ने । (Clean plate)			A11. सिलिण्डर सफा गर्ने । (Clean cylinder)			A12.		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	2	1	3						

### B. मेशिनमा लुब्रिकेटीङ्ग गर्ने (Lubricate Machine)

B1. पम्प गरेर आयलीङ्ग गर्ने । (Perform pump oiling)			B2. आयल क्यानद्वारा आयलीङ्ग गर्ने । (Perform oiling by oil can)			B3. आयल गनद्वारा आयलीङ्ग गर्ने । (Perform oiling by oil gun)			B4. Grease Gun द्वारा Grease गर्ने । (Perform greasing by grease gun)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	3	2	1	1	2	3	1
B5. हब ग्रीज गर्ने । (Perform hub greasing)											
Task rating											
Importance	Difficulty	Frequency									
2	1	1									

### C. मेशिनको तयारी गर्ने । (Prepare Machine)

C1. स्विचद्वारा इन्चिङ्ग गर्ने । (Perform inching by switch)			C2. मेन मोटरको R.P.M. सेट गर्ने । (Set R.P.M. of main motor)			C3. ह्याण्डलद्वारा इन्चिङ्ग गर्ने । (Perform inching by handle)			C4. लोड गरिएको पेपर जांच गर्ने । (Test loaded paper)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	2	2	3	1	3	1	3
C5. फाउण्टेन मिश्रण बनाउने । (Prepare fountain solution)			C6.			C7.			C8.		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	3	3	2	3	3	2	3	3	2	3

### D. पेपर लोडीङ्ग गर्ने (Perform Paper Loading)

D1. फीडर बोर्ड सेट गर्ने । (Set feeder board)			D2. पेपर बार सेट गर्ने । (Set paper bar)			D3. पेपर लोड गर्ने । (Load paper)			D4. पेपर सेपरेटर मिलाउने । (Adjust paper separator)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	3	3	3	3	3	1	3
D5. हावा मिलाउने । (Adjust air flow)			D6. सक्सन हेड मिलाउने । (Adjust suction head)								
Task rating			Task rating								
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency						
3	1	2	3	1	3						

## DUTIES and TASKS

### E. फिडर टेबल सेट गर्ने । (Set Feeder Table)

E1. पेपर स्मूथर सेट गर्ने । (Set paper smoother)			E2. फिडर बेल्ट सेट गर्ने । (Set feeder belt)			E3. फिडर चक्का सेट गर्ने । (Set feeder wheeler)			E4. साइड ले सेट गर्ने । (Set side lay)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	1	3	1	1	3	2	1
E5. फ्रन्ट ले सेट गर्ने । (Set front lay)			E6. डबल सिट डिटेक्टर मिलाउने । (Adjust double sheet detector)			E7. पेपर प्रेसर नियन्त्रण गर्ने । (Control paper pressure)			E8.		
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	3	2	1	1	3	2	3

### F. प्लेट माउन्टेनिङ्ग गर्ने (Perform Plate Maintaining)

F1. ग्रीपर साइड सेट गर्ने । (Set gripper side)			F2. प्लेट पन्च गर्ने । (Punch the plate)			F3. प्लेट बेण्ड गर्ने । (Bend the plate)			F4. स्टोलन सिट लगाउने । (Install stolen sheet)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	3	3	1	3	3	1	3
F5. प्लेटको एलाइनमेन्ट गर्ने । (Align the plate)			F6.			F7.			F8.		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3									

### G. डेलीभरी साइड सेट गर्ने । (Set Delivery Side)

G1. डेलीभरी बोर्ड राख्ने । (Fit delivery board)			G2. पेपर पाइडल सेट गर्ने । (Set paper pedal)			G3. एयर सक्सन सेट गर्ने । (Set air suction)			G4. एयर ब्लो सेट गर्ने । (Set air flow)		
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	3	3	1	3
G5. पेपरमा पाउडर छर्ने । (Spray power on paper)			G6. डेलीभरी पंखा मिलाउने । (Adjust delivery fan)			G7.			G8.		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
2	1	1	3	2	3	3	2	3	3	2	3

### H. Dampening सेट गर्ने । (Perform Dampening Setting)

H1. Dampening को रोलरको डायामिटर नाप्ने । (Measure dampening roller diameter)			H2. Dampening hose काट्ने । (Cut dampening hose)			H3. Dampening hose फिट गर्ने । (Fit dampening hose)			H4. Dampening hose सिलाउने । (Stitch dampening hose)		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	1	2	1	1	3	3	1	3	2	1
H5. रोलर बेरिङ्ग फिट गर्ने । (Fit roller bearing)			H6. Hose को बाहिरी भाग सफा गर्ने । (Clean hose outer side)			H7. Dampening roller सेट गर्ने । (Set dampening roller)			H8.		
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	3	1	2	1	1	3	2	3	3	2	3

## DUTIES and TASKS

### I. प्रिन्ट गर्ने । (Perform Printing)

I1. मसी तयारी गर्ने । (Prepare ink)	I2. इन्क डक रोलर सेट गर्ने । (Set ink duck roller)	I3. मसिको सप्लाई मिलाउने । (Adjust ink supply)	I4. पानिको सप्लाई मिलाउने । (Adjust water supply)								
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	3	3	3	2	3	3	1	3	3	1	3
I5. ब्लाकेट फिट गर्ने (Fit blanket)	I6. इम्प्रेसन लगाउने । (Apply impression)	I7. ब्लाकेटको प्रेसर मिलाउने (Adjust blanket pressure)	I8. प्रिन्ट जांच गर्ने । (Test print)								
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	3	3	1	1	3	1	3	3	3	3
I9. रजिष्ट्रेशन मिलाउने । (Adjust registration)	I10. अनावश्यक इमेज हटाउने । (Remove unnecessary Image)	I11. प्लेटमा गम लगाउने । (Apply gum on plate)									
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	3	1	1	1	1	3	1	3			

### J. मेसिन मर्मत संभार गर्ने । (Perform Machine Maintenance)

J1. ग्रिपर सेट गर्ने (Set gripper)	J2. स्प्रिङ मर्मत गर्ने / फेर्ने (Repair/replace spring)	J3. बेरिङ मर्मत गर्ने / फेर्ने (Repair/replace bearing)	J4. बस मर्मत गर्ने / फेर्ने (Repair/replace bush)								
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	3	1	3	3	1	3	3	1	3	2	1
J5. नट बोल्ड टाइट गर्ने /फेर्ने (Tight/Replace nut bolt)	J6. रोलर मर्मत गर्ने फेर्ने (Replace/repair roller)	J7. इन्क रोलर वास वेल्ड फेर्ने । (Replace inking roller wash blade)	J8. बेल्ड फेर्ने (Replace belt)								
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	1	3	3	1	3	1	1	3	1	1
J9. फिउज फेर्ने (Replace fuse)	J10. एयर फिल्टर फेर्ने (repair/Replace air filter)	J11. कम्प्रेसरको कार्बन वेल्ड फेर्ने (Replace carbon blade of compressor)	J12. सिलिण्डरको सुपर ग्लु कभर फेर्ने (Replace super glue cover of cylinder)								
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	3	1	3	3	1
J13. ब्लाकेट लिफ्टर मर्मत गर्ने/फेर्ने । (Repair /replace blanket lifter)	J14. सक्सन सकर फेर्ने (Replace suction shocker)										
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						

### K. संचार गर्ने (Perform Communication)

K1. छपाई मालीकसंग संचार गर्ने । (Communicate with press owner)	K2. ग्राहकसंग संचार गर्ने (Communicate with customer)	K3. छपाई सुपरभाइजरसंग संचार गर्ने । (Communicate with Press supervisor)	K4. सहकर्मी संग संचार गर्ने (Communicate with colleague)								
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	3	3	3	2	1	3	2	2	3	2	1
K5. पेशागत संगठन संग संचार गर्ने (Communicate with professional organization)											
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	1	1									

### L. बृत्ति विकास गर्ने (Develop Professionalism)

L1. सम्बन्धीत कार्यशालामा भाग लीने । (Participate in workshop/seminar)	L2. तालिम लिने । (Attain in training)	L3. नयां नमुना अवलोकन गर्ने । (Observe new sample)	L4. बिज्ञ संग सिक्ने । (Work with expert)								
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
3	2	1	3	3	3	3	3	3	3	2	1
L5. सम्बन्धीत किताव पढ्ने । (Read books)											
Task rating			Task rating			Task rating			Task rating		
Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency	Importance	Difficulty	Frequency
1	2	3									

Rating options:

1= Low

2= Medium

3= High

## Additional Information for Job Title

<p><b>Worker traits</b></p> <p>Good Expression, Polite, Creative, Punctual, Helpful, Sincere, Attentive, Healthy, Hard working, Faithful Confidential, Honest, Patience</p>	<p><b>Entry Requirements</b></p> <p>- 3 months Training (390 Hrs)</p> <p style="text-align: center;">or</p> <p>- As per NSTB Rules</p>	<p><b>Career Path</b></p> <p><b>Press Operator, L- 2</b></p>
<p><b>Related Technical Knowledge</b></p> <p>Knowledge on :</p> <ul style="list-style-type: none"> <li>• Handling of tools and equipment.</li> <li>• Simple mathematical calculation.</li> <li>• Identification of tools and equipment and its uses.</li> <li>• Condition of machine, its types, parts and function.</li> <li>• Safety and hazards</li> <li>• First aid</li> <li>• Lubrication chart.</li> <li>• Identifying lubricating points.</li> <li>• Grease fitting location.</li> <li>• Preparing the feeder unit of the press.</li> <li>• Various quality, quantity and size of paper.</li> <li>• Operator side controls: Various adjusting knobs:- Tilt - knob Air blast - knob Sheet separator - knob Side Standard (side guide) of paper piles. Crank for feed pile etc.</li> <li>• Feeding a test sheet before print test.</li> <li>• Loading method of paper in the machine.</li> <li>• Filling ink into the ink duct roller.</li> <li>• Inks mixing as required proportions.</li> <li>• Cleaning methods of plate cylinder and developed plate.</li> <li>• Checking imaged plate.</li> <li>• Crimping device and crimping plate.</li> <li>• Inching the press.</li> <li>• Plate mounting methods on the plate cylinder.</li> <li>• Removing an offset plate.</li> <li>• Protecting the plate after printing.</li> <li>• Control panel on the printing unit.</li> <li>• Control panel on delivery.</li> <li>• Control panel feeder.</li> <li>• Operator side controls.</li> <li>• Dampening mechanism.</li> <li>• Preparing feeder unit.</li> <li>• Procedure of register (pin).</li> <li>• Inking mechanism.</li> <li>• Printing procedure for test print.</li> </ul>		<p><b>Tools/Equipment</b></p> <ul style="list-style-type: none"> <li>• Oil-can, grease gun, printing machine manufacturer's lubrication chart, protective clothing, Trimmed paper, Offset ink (black, process ink), inking knife, and reducer (chemical), ink pot, Developed offset plate, plate packing sheets, aerobic gum, sponge, plate wrench, socket wrench, open ended wrench, screw driver, clean cloth, clean glass bowl, Offset machine, trimmed paper, fountain solution, ink preparing pot (metal tray), cleaning powder</li> <li>• Offset printing machine</li> <li>• Ring spanner, T wrench, Dampening hose, Soft brush, Cold lukewarm water, measuring tape, scissors</li> <li>• Blanket sheets, packing sheets, micrometer, caliper, Blanket punching machine, steel ruler, press solvent, French chalk.</li> <li>• Metal bucket, scraping knife, press wash up solution.</li> <li>• Glove</li> <li>• Mask</li> <li>• Apron</li> <li>• Boot</li> <li>• First aid box</li> <li>• Compressor</li> <li>• Packaging tape</li> <li>• LN key</li> <li>• Drill machine</li> <li>• Hammer (robber, plastic, metal)</li> <li>• Torch</li> <li>• Paper cutter</li> <li>• Measuring tape</li> </ul>