

The following methodology will be used in the process of drawing E-lottery for the selection of candidates.

1. A list of eligible candidates (different courses and category/quota wise) for the lottery will be obtained from the agency which is involved in the uploading and other activities related to the submission of online applications.
2. A serial number (starting from 1 to number of applications) will be allotted by agency to each applicant as per the increasing order of date and time of submission of application.
3. In the process of E-lottery, the same list with the above order will be used.
4. A unique random number between zero to one will be generated from uniform distribution against each candidate in the list by the Random Number Generation Tool provided under the Data Analysis tab of Microsoft Excel.
5. In any random selection it is important to keep selection procedure in such a way that in future audit we can reproduce same result. This reproducibility is important feature of selection process and hence when we use random number table for same work manually it is mandatory to write the page number of random number table and on that page the line number and column number of starting random point along with the movement direction for selection, so that we can reproduce selected units again in need.
6. In MS-Excel this task is done by Random Seed feature. Therefore, for each lottery a random seed will be set to generate random numbers. To keep it more open, it was decided that seed numbers would be taken to generate random numbers from the audience available at the time of the lottery. Under this process a large number of chits bearing random numbers will be kept in big bowl and a person from audience will be requested to draw a chit after mixing properly the chits in bowl. After picking the chit he will be requested to read the number so that it can be used as random seed for a particular lottery process.
7. When the random number is generated as per the chosen random seed, the random numbers generated will be sorted in descending order treating the numbers as score. This shorted list will be treated as merit list. In this process tie of scores is rare phenomenon however, if it comes then previous practice of deciding the eligibility will be taken in consideration.
8. The seed number announced by the audience for each course and category will also be documented for future audit of the selection process.