

Notice

A notice is a formal written announcement issued to inform people about an important event, meeting, or instruction. It is usually short, clear, and to the point, and is displayed on notice boards, schools, offices, or public places to make everyone aware of the information.

सूचना एक औपचारिक लिखित घोषणा होती है जो लोगों को किसी महत्वपूर्ण घटना, बैठक या निर्देश के बारे में सूचित करने के लिए जारी की जाती है। यह आमतौर पर संक्षिप्त, स्पष्ट और सटीक होती है, और सभी को जानकारी से अवगत कराने के लिए इसे सूचना पट्टों, स्कूलों, कार्यालयों या सार्वजनिक स्थानों पर प्रदर्शित किया जाता है।

Format

NAME OF THE ORGANISATION, NAME OF PLACE	
Date :	
<u>NOTICE</u>	
HEADING OF NOTICE	
.....	
.....	
.....	
.....	
Signature	
Name	
Designation	

Q. 1. Rahul Verma, a student of Class in Govt. Sr. Sec. School, Jaipur. You have lost your Identity Card in school campus. Write a notice for this to be pasted on your school notice board.

Ans.

GOVT. SR. SEC. SCHOOL, JAIPUR	
Date : 26-10-2025	
<u>NOTICE</u>	
LOST IDENTITY CARD	
I, Rahul Verma, a student of Class 12, Govt. Sr. Sec. School, Jaipur, have lost my Identity Card (ID No. 12345) on 20th October 2025 near the school campus. The card bears my name, photograph, and school details. Finder is requested to kindly return it to the school office or contact me.	
Rahul Verma Class – 12th	

Q. 2. You are Abha/Abhay, the secretary of Govt. Sr. Sec. School, Amritsar. The school is going to organize 'Yuva Mahotsav' in the next month. Invite the names of the participants for various activities through notice.

Ans.

GOVT. SR. SEC. SCHOOL, AMRITSAR

4 November, 2025

NOTICE

YUVA MAHOTSAV

Our school is organizing the Yuva Mahotsav next month, featuring various cultural and literary activities such as dance, music, debate, art, and drama. Interested students from Classes IX to XII are requested to submit their names to their respective class teachers by 10 March, 20xx. For further details, contact the undersigned. Let's showcase our talents and make this event memorable!

Abha/Abhay
Secretary

Q. 3. You are Sumitra/Sumit studying in Govt. Sr. Sec. School, Jaipur. Your Competition. Draft a notice as a Cultural Secretary of your school students' union.

Ans.

GOVT. SENIOR SECONDARY SCHOOL, JAIPUR

11 Nov., 2025

NOTICE

ANNUAL ENGLISH DEBATE

The Annual English Debate of our school will be held on 4th and 5th March. Those who wish to participate must give their names to the undersigned by 15th Feb. There are attractive prizes at three levels and one consolation prize.

Sumit
Cultural Secretary
Students' Union

Q. 4. You are Yashpal/Deepika studying in Govt. Sr. Sec. School, Ajmer. Your school is organising an educational tour to Mt. Abu. Draft a notice informing the students of class XII in about eighty words.

Ans.

GOVT. SR. SEC. SCHOOL, AJMER

11 January, 2025

NOTICE

EDUCATIONAL TOUR TO MOUNT ABU

The school has arranged for an educational tour to Mt. Abu on 21 Jan., 2025. There will be breakfast, lunch and afternoon refreshment. The charges will be ₹ 500 for each student. Parents' written permission would be required. Interested students can give their names to the undersigned by 15.01.2025.

Yashpal/Deepika
Student Secretary

Q. 5. As the principal of your school you are going to organise a science fair in your school. Write a notice inviting the names of the students who want to participate in charts, models and Quiz competition.

Ans.

GOVT. SR. SEC. SCHOOL SANGANER

25 Oct.,2025

NOTICE

NAMES FOR SCIENCE FAIR 2025

The school is going to organise a science fair in our school from 21.01.20xx to 22.01.20xx. The names of the students who want to participate in charts, models and Quiz competition are invited latest by 16 January. Interested students can give their names to the science teacher.

Mahesh Chandra Sharma
Principal